NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA

November 2, 2012
9:00 AM- 1:00 PM
Jim West Regional Transit Center
Board Room

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – *September 7, 2012*
7. PUBLIC COMMENTS

PRESENTATION ITEMS: None

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

A. **Review and Adoption of Resolution No. 2012-23 Adopting a Petty Cash Policy:** *Sponsor:* Anthony J. Mortillaro, Executive Director. *Attachment.*

B. **Review and Adoption of Resolution No. 2012 – 24 Approving a Budget Adjustment for Fiscal Year 2013 to account for additional JARC funding of $50,000 and its expenditure allocation:** *Sponsor:* Anthony J. Mortillaro, Executive Director. *Attachment.*

C. **Review and Adoption of Resolution No. 2012 - 25 Authorizing the Creation of the Property Disposal Committee:** *Sponsor:* Anthony J. Mortillaro, Executive Director. *Attachment.*

D. **Discussion Regarding Follow-up Information of Annual Route Assessment, Adjustments and Possible Action:** *Sponsor:* Anthony J. Mortillaro, Executive Director. *Attachment.*

E. **Discussion regarding route concerns from Rio Arriba County:** *Sponsor:* Anthony J. Mortillaro, Executive Director. *Attachment.*

DISCUSSION ITEMS:

F. **Intergovernmental Agreements:** *Sponsor:* Anthony J. Mortillaro, Executive Director, and Peter Dwyer, Legal Counsel. *No attachment – to be distributed.*

G. **Financial Report for October 2012:**
Sponsor: Anthony J. Mortillaro, NCRTD Executive Director and Pat Lopez, Finance Analyst. *Attachment.*

H. **Finance Subcommittee Report:**
Sponsor: Chair Tim Vigil and Anthony J. Mortillaro, NCRTD Executive Director. *Attachment of minutes from August 31, 2012 meeting.*

I. **Tribal Subcommittee Report:** *Sponsor:* Chairwoman Marylou Valero. *No attachment for meeting of September 19, 2012.*

J. **Executive Report for October and November 2012 and Comments from the Executive Director:** *Sponsor:* Anthony J. Mortillaro, NCRTD Executive Director. *Attachments.*

MATTERS FROM THE CHAIR

MATTERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: December 7, 2012 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

North Central Regional Transit District
Board Meeting
Friday, September 7, 2012

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Daniel Barrone, Chair, at 9:16 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**
2. **Moment of Silence**
3. **Roll Call**

Roll call indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Geoff Rodgers*	
Rio Arriba County		
Taos County	*Commissioner Daniel Barrone*	
Santa Fé County	*Commissioner Kathy Holian*	
Pojoaque Pueblo	*Mr. Tim Vigil*	
Ohkay Owingeh		
San Ildefonso Pueblo		
Santa Clara Pueblo		*Ms. Mary Lou Valério*
Tesuque Pueblo	*Gov. Charles Dorame*	

City of Santa Fé		*Mr. Jon Bulthuis*
City of Española		*Ms. Peggy Martínez*

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Barbara Mascareñas, Executive Assistant
Mr. Mike Kelly, Transit Operations Manager
Ms. Linda Trujillo, Service Development and Projects Manager
Mr. Brian Mirabal, Finance Manager
Mr. Jim Nagle, Public Information Officer

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. David Harris, New Mexico Department of Transportation
Mr. Terry Doyle, Rio Metro, Transportation Director
Mr. Dewey Cave, Rio Metro Executive Director
Mr. Greg White, NMDOT
Mr. Andrew Martínez, Rio Arriba County
Mr. Carl Boaz, Stenographer

4. INTRODUCTIONS

Those present introduced themselves to the body.

5. APPROVAL OF AGENDA

Commissioner Holian moved to approve the agenda as presented. Mr. Vigil seconded the motion and it passed by unanimous voice vote.

6. APPROVAL OF MINUTES

- **Minutes of Regular Meeting on August 3, 2012**

Commissioner Holian moved to approve the minutes of August 3, 2012 as presented. Ms. Valério seconded the motion and it passed by unanimous voice vote.

7. PUBLIC COMMENTS

Mr. Andrew Martinez, Rio Arriba County Planner shared some maps of Rio Arriba County Planning and Zoning. Commissioner Trujillo and the County Manager instructed him to work on ridership for NCRTD and work on how to improve the service in Rio Arriba County to enhance the economy, to go green and assist seniors and poor people with safety.

He had been using the bus but it has been difficult. It was not convenient. He had a son going to Pojoaque High School and gave his son the dollar for the ride home but sometimes he lost it and at other times he forgot to give him a dollar. He tried to write a check but the driver couldn't take a check. He asked if the RTD could incorporate a student pass or something.

Yesterday he had a flat tire. He lives in Velarde and called to ask when a bus would come by and was told he needed to allow 48 hours. He later admitted he really didn't have a flat tire but trying to use the system. In his community they had a recreation center and an elementary school being built on that corridor, both of which were things that could increase ridership.

He asked why there was no route that made a loop around Española. He saw people going to college who had to walk across the Fairview Bridge where trucks were hauling gravel. People were hitchhiking. It was a safety hazard. He proposed an east-west route on his map that hopefully the board would consider.

Chair Barrone recommended he get with staff to bring the proposal forward within the Board's proper protocol for new routes or enhanced route service.

Mr. Martinez said he did contact his Commissioner and the County Manager but they unfortunately were not here to present a motion to bring it forward for the next board meeting.

PRESENTATIONS

There were no presentations.

ACTION ITEMS FOR APPROVAL/DISCUSSION:

A. Review and Adoption by Resolution No. 2012-20 creating an Ex-officio non-voting Board Seat on the Board of Directors of the NCRTD for the Rio Metro Regional Transit District.

Mr. Mortillaro explained this was the result of an earlier request we made of Rio Metro Transit District requesting they provide us a seat on their board since we provide about $2 million to their operations annually through GRT. They did honor our request and created a seat and he had been attending their meetings. At their last meeting Rio Metro approved allowing NCRTD to share information with them and requested a reciprocal agreement. Our by-laws allow this and it only needs a simple majority vote.

He introduced Mr. Dewey Cave, the CEO of MRCOG and Terry Doyle, the Transportation Director.

Mr. Cave reported that the Rio Metro board was unanimous in accepting NCRTD representation on

their board. It was important to have the conversations and relationships. He hoped this board would support having Rio Metro on the board. He thought they could provide some value and if approved, Terry Doyle would probably be the person attending the meetings.

Mr. Doyle said this all came out of the Rio Metro Board trying to balance the budget last year. The districts were really tied together with the Rail Runner sitting in the middle of it. Our corridor was 240 miles long and there were lots of opportunity to work together in both districts.

Rio Metro was also in preliminary talks with Torrance County and NCRTD has Edgewood on this agenda. Torrance County was looking to join either Rio Metro or NCRTD. More to come on that. It was important to make sure the services in Torrance County serve us both.

Mr. Bulthuis moved to approve Resolution 2012-20 as presented. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Taos County, Santa Fé County, Pojoaque Pueblo, Santa Clara Pueblo, Tesuque Pueblo, Santa Fé City and Española voting in favor and none voting against.

B. Review and Adoption by Resolution No. 2012-12, Adding the Town of Edgewood as a New Member of the NCRTD

Mr. Mortillaro presented this item. At the June 1 board meeting he presented a resolution passed by the Town of Edgewood requesting membership on this board. The Board asked that the item be delayed until September and asked him to follow up with questions and the answers were in the staff report. Edgewood was informed this was on the agenda today but he didn't see them here. He didn't know why they weren't here today. They would not be seeking any additional services other than the continuation of the Edgewood-Santa Fé commuter route. It was a heavily utilized route. The District started with a 15 passenger bus and went to a 28 passenger route once they got the drivers certified for CDL. It was about 75% full.

Shortly after the June board meeting, Mike Kelly and he went to Edgewood and visited with the town administrator and the mayor came and said they were very interested in joining. They hoped to be approved in June but were very interested and hoped the board would consider it.

Commissioner Holian noted there were 11 members and with Edgewood would have 12. She asked what would be required for a quorum.

Mr. Mortillaro said on page 31 of the packet was the voting analysis. It didn't take any votes away from any members but raised the quorum requirements from 15 to 16. There was an increase in voting strength for Española and was incorporated into the analysis.

He noted that Santa Fé County passed a resolution (p 73) supporting the request.

Councilor Rodgers asked if they were just adding them as a member of the district.

Mr. Mortillaro agreed. The District indicated to any entity wishing to join that it didn't bring automatic service or additional service. Edgewood offered about 12 acres for NCRTD parking rather than leasing a space. The bus stays overnight at the fire station now.

Mr. Bulthuis was not clear on the discussions of Rio Metro with Edgewood.

Mr. Mortillaro said this was the first time he had heard of it. Torrance County had not contacted him.

Mr. Doyle said it was just a preliminary discussion. At the height of the Torrance Transit Service they handled 17,000 passengers a year including some from Mountainair and stopped in Albuquerque at Tramway. At the end of federal funding it ended in 2010 and some people were passionate about reviving it. They were exploring every avenue they could and working on a mayors' caucus in Torrance to get something going. There were no discussions on services or money but just to mobilize the county to get something happening.

Mr. Bulthuis asked if they approved Edgewood to come in how it would affect Torrance County.

Mr. Doyle said Edgewood was in Santa Fé County so they were part of NCRTD tax base and this would not affect much in Torrance County. The DOT provided a route from Moriarty to downtown Albuquerque. They would need to work together on how to serve that sliver of Santa Fé County. There were no commitments that had been made. Edgewood was approached by Torrance County but didn't participate in the meetings.

Gov. Dorame asked if the route was just between Edgewood and Santa Fé.

Mr. Mortillaro agreed. It was a service that was requested back in January.

Ms. Trujillo said the Edgewood - Santa Fé route was established in 2007 and was the first route RTD had. The ridership fell off and was canceled for about a year and a year ago they requested to revive it. Some people from Moriarty go to Edgewood to catch it to Santa Fé. It was a morning/ evening route.

Gov. Dorame explained that economic development was the reason why Tesuque Pueblo jointed the NCRTD. He said there were tribes in the north that had economic development and it would help enhance their economic development to have transportation to those economic development areas. Tesuque was not part of the county resolution.

Commissioner Holian said she didn't have that much of a history with it.

Ms. Trujillo described how it came to be and for the most part, people from Edgewood didn't seem to be going further north.

Mr. Mortillaro said the reason it worked now was that the drivers were also riders. They end up dropping everyone off and then take the bus with them to their job and at 5:00 they go back and pick up on the way back and didn't have to "dead head." It really served the folks who worked in Santa Fé only. So if someone else rides it in the morning, they would be stuck in Santa Fé until 5:00. It was popular and not

having to buy gas for 120 miles was attractive.

Mr. Kelly added that it gave folks the opportunity if they were not commuting to connect with Santa Fé Trails or RTD to go further north. So they could commute further north. It wouldn't work well going south.

Mr. Mortillaro worked on funding for the transit plan and would engage the communities on what their transportation needs were and likely would get requests for additional routes for work or medical or educational purposes. He anticipated around summertime next year that they would be having quite a lot of dialog to meet customer needs.

Commissioner Holian moved to approve the Resolution 2012-12 as presented. Councilor Rodgers seconded the motion.

Mr. Dwyer clarified that this needed a 2/3 majority of the members present.

The motion passed by unanimous roll call vote with Los Alamos County, Taos County, Santa Fé County, Pojoaque Pueblo, Santa Clara Pueblo, Tesuque Pueblo, Santa Fé City and Española voting in favor and none voting against.

C. Review and Adoption by Resolution No. 2012-21, Repealing NCRTD Board Resolution NO. 2007-13 in its Entirety and Adopting New Procurement Regulations.

Mr. Mortillaro presented this resolution. The existing rules were adopted in August 2007 over five years ago. There were changes in state regulations over that course of time so they had to go back and check them to ensure District practices were in line with the changes or modify the policies. Some of the old regulations were not specific so they had to be enhanced.

Lastly, the FTA conducted a management review and issued their report in July and noted items that were missing in our rules and regulations and he told FTA the District would address that through adopting new rules. They were no conflicts of interest in the old policy, for instance. He gathered together the best practices from members and put the document together of those he thought would work for the District and addressed FTA concerns. They were presented to the Finance Subcommittee at their August 31 meeting and they requested a change on multi-term contract limits. He turned to finance committee members for other comments.

Chair Barrone recalled the District was criticized by the newspapers a few months ago for past practices. He asked if those issues had been resolved.

Mr. Mortillaro agreed they were resolved. His practice was to follow the rules and if there was any need for deviation he would bring it back to the Board. The rules would have provided a lot of guidance as we went through purchase and construction of this building had they been modified then.

Councilor Rodgers said, having gone through it, that it seemed very comprehensive and was a very good procurement code.

Commissioner Holian agreed it was comprehensive and fit with the oversight audit and would clear up the findings received in it.

Mr. Vigil was good with it.

Mr. Mortillaro referred to page 79 in the manual and said the New Mexico Constitution gives the District the authority to adopt its own rules and regulations so this exempted the District from all provisions of the state procurement code. Page 80 showed the exemptions. Purchases required a PO.

Article II said the CEO was the purchasing agent and he delegated it to Mr. Mirabal, Finance Manager. The authority to execute contracts remained as depicted and limited in the by-laws and anything above that comes to the Board.

Page 92 covered small purchases. Those between $10,000 and $35,000 required three quotes that could be verbal or written. Professional services not exceeding $50,000 could be done without competitive sealed bids or proposals.

Page 96 dealt with multi-term contracts, e.g., engineering services, which was on an on-call basis so the contract was multi-year. The Finance Committee noted that it could accrue and go over the Executive Director's limit.

Councilor Rodgers pointed out that it said it shall be brought for initial approval.

Mr. Mortillaro after thinking about it suggested they probably should take out "initial."

Councilor Rodgers agreed it should be taken out.

Mr. Mortillaro went to page 100 on cooperative procurement which allows the District to make cooperative procurements with other government entities to save money. They were discussing with Los Alamos County on a cooperative purchase of software that would help the District greatly. We might do one with Rio Metro in buying buses.

Mr. Vigil added that tribal entities should be included in #22. Mr. Dwyer agreed it could be put in there. He wasn't sure how it could be done but it would be okay.

Mr. Mortillaro said the District had cooperative agreements on federal grants already.

#27 dealt with District procurement records. FTA said some of the records were not as they wanted them. A separate document spells out how the files were to be set up. It was not provided as an attachment because it was procedural and flexibility was needed in amending these documents as necessary.

Page 110 was on protests, appeals and remedies. It also changed because of the FTA review. Appeals come to the District Board and once the Board takes their action, if the person was dissatisfied

they could appeal to the First District Court.

Mr. Dwyer thought it was good to have that because on construction of the current building the District had protests. It would have helped to have these in place at that time. Page 113 spelled out ethics in public contracting.

Councilor Rodgers moved to approve Resolution No. 2012-21, Repealing NCRTD Board Resolution NO. 2007-13 in its Entirety and Adopting New Procurement Regulations with two changes: In Section 20 - multi-term contracts A 1 d - strike "initial." In Section 22 - Cooperative Procurement - add "tribal entities." Ms. Martinez seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Taos County, Santa Fé County, Pojoaque Pueblo, Santa Clara Pueblo, Tesuque Pueblo, Santa Fé City and Española voting in favor and none voting against.

D. Review of Resolution 2011-15 providing for the continuation of Resolution 2010-09 to eliminate fares for all fixed routes and paratransit up to three-fourths of a mile from fixed routes operated by the North Central Regional Transit District.

Ms. Trujillo presented this resolution which was on page 126 of the Board packet. In a table at the bottom were dates and actions. She discovered when reviewing the history that the 2011-15 was a 24 month resolution. So it would run through December 2013. There was some cloudy understanding of the expiration so she brought it to the Board today to clarify it. The staff recommendation was to leave it as is. It was passed by vote and so we were asking if the board had any problem or concern in letting it be the two-year resolution.

Councilor Rodgers clarified that in September 2013 the Board would review it and consider a new resolution then.

Ms. Trujillo agreed. She said a fare collection system would only recover 1% of costs. To implement fares they would need to purchase fare boxes.

Councilor Rodgers explained that he was not suggesting we start charging fares.

Mr. Mortillaro said they would provide a report in September 2013.

Councilor Rodgers moved that the board consider the Resolution 2011-15 to run through December 2013. Ms. Martínez seconded the motion and it passed by unanimous voice vote.

E. Review and Acceptance of Goals and Objectives for Executive Director for the period of June, 2012 – June 2013

Chair Barrone said the executive committee reviewed these goals and objectives with Mr. Mortillaro.

Mr. Mortillaro referred to page 151 which was a listing of Goals and Objectives previously adopted by

the Board. He was proposing some modifications and additions. Goals 6 and 9 were new.

Chair Barrone said it was important that the Board come together on this and it becomes a review of the Board to determine if they were met.

Mr. Bulthuis requested an addition. Rio Metro was not expressly stated here to maintain that relationship.

Mr. Mortillaro suggested he could put it in as Goal 12. Mr. Bulthuis agreed.

Mr. Bulthuis proposed language, Participate in Rio Metro Board meetings and keep the RTD board informed."

Mr. Dwyer cautioned they might not want to limit it just to Rio Metro but for other entities out there that you might stay in touch with.

Mr. Mortillaro suggested, "or other potential members" in item b.

Mr. Bulthuis moved to approve the Goals and Objectives as amended with the addition to attend and participate in Rio Metro Board meetings and keep the District board informed and meets with other non-members and other transit agencies. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Taos County, Santa Fé County, Pojoaque Pueblo, Santa Clara Pueblo, Tesuque Pueblo, Santa Fé City and Española voting in favor and none voting against.

F. Review and Adoption of Resolution No. 2012-22, A Resolution Adopting an Infrastructure Capital Improvement Plan (ICIP)

Ms. Trujillo explained that this resolution was required by the State to be considered for state funding. It was for a five year plan that was adopted by resolution. Staff recommends approval. She listed the top 5 priorities to be considered. Page 156 showed the 5 year capital investment plan.

Mr. Mortillaro clarified that the State asked us to prioritize our submittals.

Councilor Rodgers moved to approve Resolution No. 2012-22, a Resolution Adopting an Infrastructure Capital Improvement Plan (ICIP). Ms. Martínez seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Taos County, Santa Fé County, Pojoaque Pueblo, Tesuque Pueblo, Santa Fé City and Española voting in favor and none voting against. Santa Clara Pueblo was out of the room during the vote.

Chair Barrone asked to amend agenda for closed session ahead of discussion items

Councilor Rodgers moved to amend the agenda to go into closed session ahead of

consideration of discussion items. Ms. Martínez seconded the motion and it passed by unanimous voice vote.

K. Closed Executive Session - Pursuant to NMSA 1978 Section 10-15-1.H(2) to discuss limited personnel matters.

Mr. Vigil moved to go into closed executive session pursuant to NMSA 1978, Section 10-15-1.H(2) to discuss limited personnel matters. Councilor Rodgers seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Taos County, Santa Fé County, Pojoaque Pueblo, Santa Clara Pueblo, Tesuque Pueblo, Santa Fé City and Española voting in favor and none voting against.

The Board went into closed executive session at 10:48.

At 12:26 p.m. the Board returned to open session on a motion made by Ms. Martínez, seconded by Commissioner Holian and passed on a unanimous voice vote.

L. Reconvene in Open Session

Mr. Dwyer announced to the public that during the closed executive session no actions were taken and the only matters discussed were limited personnel matters concerning a possible 1.5% increase in pay for the Executive Director with an evaluation to be conducted in March 2013.

Chair Barrone asked him to make a statement regarding collective bargaining.

Mr. Dwyer said no action taken and the Executive Director should take appropriate action.

Commissioner Holian moved to accept that report. Councilor Rodgers seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Taos County, Tesuque Pueblo, Santa Clara Pueblo, City of Española and City Santa Fé voting in favor and none voting against.

Councilor Rodgers moved to grant the Executive Director a 1.5% raise effective September 7, 2012 with a performance evaluation to be done in May, 2013. Commissioner Holian seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Taos County, Santa Fé County, Santa Clara Pueblo, Tesuque Pueblo, City of Española and City of Santa Fé voting in favor and none voting against.

Mr. Bulthuis, Commissioner Holian and Councilor Rodgers excused themselves from the meeting at 12:30 p.m. leaving the Board with no quorum for the remainder of the meeting.

DISCUSSION ITEMS

G. Financial Report for August 2012

Mr. Mirabal introduced himself as the Finance Manager and shared his background. He presented the financial report as of August 31 2012 and shared specific highlights from it.

Mr. Mortillaro noted that it was early in the fiscal year and there would be more to report later.

H. Finance Subcommittee Report – NA

Mr. Mortillaro said the Finance Committee met on the procurement policies and discussed the FTA review and their minutes would be shared next month.

I. Tribal Subcommittee Report

Ms. Valério announced the Tribal Subcommittee would meet on September 18.

J. Executive Report for August 2012 and Comments from the Executive Director

Mr. Mortillaro mentioned a few items from his report that was in the packet.

The FTA FMO review was attached. He sat down with the Finance Subcommittee and went over the contents. This was the first federal review since the creation of the District and they would naturally find some things. The material weaknesses were listed and staff closed out over 13 of those and had a few others that Mr. Mirabal was working on and would submit a letter to them and action on procurement would be incorporated into the letter so they had made significant progress on their concerns.

On page 244 was an attendance report. The bylaws require that an attendance report was to be submitted in April but wasn't so it is presented today together with what the bylaws say about it. On April 2013 we would provide another one to the Board.

Lastly, he was asking for the board's direction. When they set up the legislation for GRT collection and distribution, the legislature took the short cut by saying revenues would be collected and then DFA would remit proportionate shares to each county and then the county would send these funds to the district. He believed it should be the other way around and wanted to go to legislature this year, so instead of the check going to the county it would come directly to the District so we would not have to wait on the county eventually cutting the District a check. He talked with several legislators and found no resistance but didn't want to submit any legislation without the board agreeing.

Mr. Dwyer said such legislation passed once before but was pocket vetoed by Governor Richardson. Mr. Greg White asked Mr. Mortillaro if he had talked with other RTDs about the issue.

Mr. Mortillaro said Rio Metro was the only other one with taxes and he wanted to wait for our board's reaction. Rio Metro was open to it and knew about the veto last time.

Mr. White asked him to keep DOT informed so they wouldn't be blind-sided by it.

Chair Barrone asked if the Board would want to see this go forward.

Ms. Martínez saw no problem and the other Directors expressed no opposition or concern and Chair Barrone asked him to go forward with it.

MATTERS FROM THE CHAIR

Chair Barrone said the contract related issues would be on a future agenda.

Mr. Dwyer agreed to meet with Mr. Mirabal on it.

Gov. Dorame asked to have Mr. Andrew Martínez put on the October agenda. Mr. Mortillaro agreed.

MATTERS FROM THE BOARD

There were no matters from the Board.

ADJOURN

Having completed the agenda, the Board meeting adjourned at 12:45 p.m.

Approved by:

_____
Daniel R. Barrone, Chair

Attest:

_____
Geoffrey Rodgers, Secretary

Submitted by:

_____
Carl Boaz, Stenographer

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: November 2, 2012

Agenda Item - A

Title: Resolution 2012 – 23 Authorizing the Implementation and Use of the Petty Cash Fund

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: This resolution establishes a policy regarding the use of a petty cash fund and directs that operational procedures be developed for its implementation. The Finance Subcommittee reviewed the attached resolution and has recommended that the Board consider adoption.

Background: Recently the Board adopted new procurement regulations on September 7, 2012. Within the previous 2007 adopted procurement regulations, the staff was authorized to implement and use a Petty Cash Fund and to establish procedures for its use. As such the new procurement policies intentionally did not carry this policy directive forward, since procurement regulations are not the appropriate location for this matter. Therefore, the Staff has developed an updated policy.

Recommended Action: It is recommended that the Board adopt Resolution 2012-23.

Options/Alternatives: The Board may consider the following options/alternatives:

1. Take no action; or
2. Adoption of the recommendation; or
3. Provide further direction in relation to the policy provisions regarding a petty cash fund and then take action to adopt the resolution.

Fiscal Impact: No fiscal impact

Attachments:

Resolution No. 2012-23
Petty Cash Fund policy from 2007 Procurement Regulations
Petty Cash Procedures

North Central Regional Transit District (NCRTD)
Resolution 2012 - 23

A RESOLUTION AUTHORIZING THE IMPLEMENTATION AND USE OF THE PETTY CASH FUND

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004; and

WHEREAS, the NCRTD is entering its 5th year of providing public transit services in North Central New Mexico and the Procurement Regulation's adopted in 2007 had referenced a Petty Cash Policy for the staff to follow; and

WHEREAS, upon the adoption of the revised Procurement Regulations it is necessary for the Board to consider reauthorization of the establishment of a Petty Cash Fund Policy.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board of Directors that a Petty Cash Fund Policy is established as follows and that the NCRTD Executive Director is authorized to implement and develop Procedures to insure appropriate accounting, and maximum accountability in accordance with this policy that follows:

1. A "Petty Cash" Fund is hereby re-established in the maximum amount of one hundred dollars ($100.00) per department authorized by the Executive Director.
2. The intent is to provide for incidental, small value and emergency purchasing.
3. Purchases of materials and supplies for District use in an amount not to exceed seventy five dollars ($75.00) per purchase without requisition or purchase order upon approval of the department's manager is authorized.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 5TH DAY OF OCTOBER 2012.

_____
Daniel Barrone, Chairman

Approved as to form:

_____
Peter Dwyer, Counsel

North Central Regional Transit District (NCRTD)
Resolution 2012 - 23

A RESOLUTION AUTHORIZING THE IMPLEMENTATION AND USE OF THE PETTY CASH FUND

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004; and

WHEREAS, the NCRTD is entering its 5th year of providing public transit services in North Central New Mexico and the Procurement Regulation's adopted in 2007 had referenced a Petty Cash Policy for the staff to follow; and

WHEREAS, upon the adoption of the revised Procurement Regulations it is necessary for the Board to consider reauthorization of the establishment of a Petty Cash Fund Policy.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board of Directors that a Petty Cash Fund Policy is established as follows and that the NCRTD Executive Director is authorized to implement and develop Procedures to insure appropriate accounting, and maximum accountability in accordance with this policy that follows:

1. A "Petty Cash" Fund is hereby re-established in the maximum amount of one hundred dollars ($100.00) per department authorized by the Executive Director.
2. The intent is to provide for incidental, small value and emergency purchasing.
3. Purchases of materials and supplies for District use in an amount not to exceed seventy five dollars ($75.00) per purchase without requisition or purchase order upon approval of the department's manager is authorized.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 5TH DAY OF OCTOBER 2012.

_____
Daniel Barrone, Chairman

Approved as to form:

_____
Peter Dwyer, Counsel

normal procurement methods and the lack of which would seriously threaten the functioning of government; the preservation or protecting of property; or the health or safety of any person. The existence of an emergency condition must first be determined by the Executive Director. The NCRTD office shall maintain for a minimum of three years records of all emergency procurements. The record of such procurement shall be public record and shall contain:

1. The contractor's name and address
2. The amount and term of the contract, and
3. A listing of the goods and services procured under the contract.

A written description of the basis for determining that there was an emergency and for the selection of the particular vendor or contractor shall be included in the procurement file.

C. Urgent or Emergency Requisitions. All urgent or emergency requisitions shall have the words "Urgent" or "Emergency" written on the top as is applicable, and shall be accompanied by a receipt or invoice for the purchase.

D. Justification. In all cases that urgent purchases are telephoned to the NCRTD office, the office shall verify authorization and request verbal justification for the purchase prior to assigning a purchase order number. All emergency and urgent purchases shall be justifiable and the purchaser shall be responsible for attaching a written justification to the requisitions.

3.3 Remote or Off-Site Purchases. Those purchasers who are located within a remote or off-site area which physically hinders submitting requisitions prior to the purchase shall use procedures established by the Executive Director as a supplemental regulation to this policy.

3.4 Open Purchase Order. For the purpose of this policy, open purchase orders are purchase orders which are utilized for numerous and repeated daily purchases which are anticipated over an extended period of time, but in no event may overlap fiscal years. The Executive Director may establish a cap on open purchase orders as a supplemental regulation to this policy.

3.5 Petty Cash Procedures. Petty cash funds are cash funds which are made readily available to offices or department heads for the purpose of making small cash purchases. A petty cash fund shall not exceed $50.00. Increases in petty cash funds must have approval from the Executive Director. The Executive Director shall be responsible for establishing written safeguards, provisions and procedures to insure appropriate accounting and maximum accountability for all petty cash funds. The Executive Director may at any time change the procedures for petty cash funds, or eliminate a petty cash fund if deemed appropriate, and shall eliminate a petty cash fund in cases that procedure are not being reasonably followed, or in cases that unnecessary or repetitious shortages/overages in funds occur. Petty cash funds are subject to audit by the Executive Director or ED's designee at any time without notice. Custodians shall be assigned to

NCRTD Board Adopted Resoution 2007-13

August **14,** 2007

each individual petty cash fund and be held responsible and accountable to the Executive

Director for the appropriate management of the petty cash funds. All custodians shall be required to sign for a copy of the Petty Cash Procedures and shall be knowledgeable thereof. Copies of updated Petty Cash procedures shall be attached to and made a supplement of this policy.

3.6 Used Equipment and Item Purchases. Funds for used equipment and items shall be specifically appropriated by the Executive Director for such purchases. Such purchases shall be in accordance with Section 2.6 of this Policy to include the following provisions:

> The Executive Director is authorized to approve purchases of used equipment not to exceed the amount of funds appropriated for such purchases. Used equipment or items with a price or estimated value of $5,000 or more shall require bids as though the items were new, adding specifications that permit used items under conditions to be outlined in the bid specifications including but not limited to requiring a written warranty for at least ninety days after the date of delivery, and an independent "certificate of working order" by a qualified mechanic or appraiser.

3.7 Special Funds. Funds for specialized activities, such as special boards, undercover operations, etc., shall be specifically appropriated by the NCRTD. The Executive Director shall be responsible for preparing written supplemental regulations establishing safeguards, provisions and procedures to insure appropriate accounting and maximum accountability for such funds. The person carrying out the specialized activity shall be the custodian strictly responsible for the appropriate use of these funds and shall sign for a copy of such written procedures Copies of updated procedures shall be attached to and made a supplement of this policy.

3.8 Routine Monthly purchases and Other Non-Standard Purchases. Routine monthly purchases such as utility bills or other service charges and other non-standard purchases such as professional services, lease purchases, formal bids, purchases of real property, funds appropriated for support to other agencies, emergency purchases, or other purchases requiring special purchases shall be processed in accordance with State Statutes and written procedures established by the Executive Director. Copies of updated procedures shall be attached to and made a supplement to this policy.

3.9 Approval and Revision of Supplements. All supplemental regulations or revisions of this policy except as specified above as the responsibility of the Executive Director, shall be approved by the NCRTD Board of Directors and attached to and made a part of this policy.

NORTH CENTRAL REGIONAL TRANSIT DISTRICT	
SUBJECT: Petty Cash	**NUMBER**: Financial - 03
EFFECTIVE DATE: December 9, 2011	
AMENDS/SUPERSEDES: NA	**APPROVED**: Anthony J. Mortillaro, Executive Director 12/9/11

1. **Objective**:

To establish and maintain a petty cash fund for the North Central Regional Transit District and to promulgate procedures to insure appropriate accounting and accountability for all petty cash funds as provided within the Districts adopted Procurement Policies.

2. **Coverage:**

This guideline applies to all employees of the North Central Regional Transit District (NCRTD or District). NCRTD's duly designated Finance Section is responsible for the enforcement of this policy.

3. **Policy:**

The NCRTD Financial Manager will be the master custodian. Department custodians will be assigned to each individual petty cash fund. Staff of NCRTD must follow the guidelines as outlined below. The Petty Cash fund will be established in an amount not to exceed $50.00 and will be replenished as needed following proper procedures.

4. **Guidelines:**

a. **Custodian's Responsibilities**

The petty cash custodian is responsible for the safekeeping of their fund. The fund should be maintained in a secure place (locked drawer, cash box, cabinet or safe) and should be physically separated from other monies.

Petty cash funds are operated on an imprest basis. Petty cash is established at a certain amount, the imprest amount, and the custodian is responsible for that amount. Receipts are obtained for all disbursements and kept with the petty cash monies until replenishment is requested. The total of currency and receipts should at ALL times equal the imprest amount of the fund. All petty cash funds are subject to unannounced audits by the Executive Director.

b. Processes

1. A fund may be used for small repetitive or emergency purchases for a department and approved by the Department Manager.
2. Small repeat purchases from petty cash should not be used to avoid purchasing procedures where volume and bidding might secure lower prices.
3. Disbursements from petty cash funds must be properly documented and for a valid business purpose.
4. Petty cash funds may NOT be used for the following:
    1. Cashing personal checks
    2. Providing personal loans
    3. Any items that are used or consumed by employees that are not for NCRTD use.

There are two methods of withdrawing funds from petty cash:

1. **The reimbursement method**: Petty cash may be used to reimburse an individual for a purchase that was made using his/her personal funds. Upon presentation of an original receipt, vendor invoice, or other adequate documentation to support the expenditure, the petty cash custodian will reimburse the individual for the exact amount of the purchase, based upon the documentation presented.

2. **The advance method:** The petty cash custodian may advance petty cash to an individual in anticipation of a purchase. Since the purchase has not yet been made at the time of the petty cash withdrawal, the amount withdrawn may vary from the amount of the actual purchase. Documentation must be submitted to the petty cash custodian within a reasonable time, e.g. two days. If the actual expenditure was less than the amount advanced, the individual must return the excess cash together with valid documentation of the expenditure. If the actual expenditure was more than the amount advanced, requiring an outlay of personal funds by the individual making the purchase, the individual may be reimbursed for the excess amount after submitting adequate documentation to support the expenditure.

c. Replenishment

When the cash balance becomes low, the custodian requests replenishment. The custodian counts the cash and totals the receipts. The custodian fills out a purchase requisition form, payable to them, and signed by the Executive Director. The receipts, and a reconciliation spreadsheet listing the individual amounts and the total, are attached to the purchase requisition. The reconciliation spreadsheet lists each expenditure account used, and the total for each expenditure account. The purchase requisition also lists cash over or short, if relevant. The amount of cash requested on the purchase requisition should be the amount needed to restore the petty cash fund to the imprest amount.

d. Finance Office Duties

In order for the Finance Office to keep the budget expenditures correct after a replenishment is requested a copy of the receipts and reconciliation report needs to be submitted to the Financial Specialist so that these expenditures can be recorded in the proper accounting strings.

e. Establishing, Changing, Closing or Transferring a Petty Cash Fund

Establishing
Petty cash funds are established by submitting a memo to the Executive Director for the requested petty cash amount. The Executive Director will copy the approval to the Finance Manager who will then need to establish a General Ledger code for this fund. A purchase requisition needs to accompany the memo asking for the fund. The A/P staff will process a payment voucher and a check will be cut that is made payable to the designated fund custodian.

Increasing
If the petty cash fund has to be replenished too often, the imprest amount may be increased. A purchase requisition with a justification memo asking for an increase is submitted in the same way as for initially establishing the petty cash fund.

Decreasing
If the petty cash fund is seldom used, the imprest amount may be decreased by depositing the unneeded amount into the NCRTD checking account.

Closing
If a petty cash fund is no longer needed, it may be closed, as follows:
1. Turn in the remaining cash to the Finance Manager and obtain a receipt.
2. Bring the receipt and all other petty cash vouchers to the finance office. The finance office will prepare a journal entry to record the expenditures, any cash short or over, and credit petty cash.

Transferring
If the custodian for the petty cash fund changes:
1. Inform the Financial Manager. The Financial Manager will confirm the change with the Executive Director and update the custodian in the audit workpapers.
2. Replenish the petty cash fund, as described above, so that the new custodian begins with cash equal to the imprest balance.

f. Disciplinary Action

1. Failure to comply with this Administrative Directive may result in disciplinary action in accordance with the Districts Personnel Policies. Discipline will be evaluated and based upon the number of violations and severity of the incident. The Human Resources Office must be consulted by a department when assessing the appropriate level of disciplinary action.
2. Individuals engaged in fraud (i.e. theft) will be subject to immediate dismissal.

RECEIPT AND UNDERSTANDING OF POLICY BY PETTY CASH CUSTODIAN

I have read and understand the NCRTD Petty Cash Policy. By signing below, I acknowledge receipt of a copy of the policy, and hereby agree to abide by its provisions.

Signature of Employee	Date
Name (Printed)	Department

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: November 2, 2012

Agenda Item - B

Title: Resolution 2012 – 24 authorizing an adjustment of the Fiscal Year 2013 adopted budget and the use of additional funds received from the Federal Job Access and Reverse Commute (JARC) Program under Section 5316

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: This resolution amends the FY 2013 Budget to include the additional $50,000 in JARC revenue awarded to the District by the NMDOT Rail and Transit Division. The Finance Subcommittee reviewed this resolution at their October 26, 2012 meeting and recommends adoption.

Background: An additional amount of JARC funding was requested and received by the District. At the Boards August 3, 2012 meeting these additional funds were allocated by the Board towards the operation of an additional day on the Chama route in the amount of $50,000.

The Board of Directors adopted a FY 2013 budget and any subsequent adjustments to the adopted budget must be approved.

Recommended Action: It is recommended that the Board adopt Resolution 2012-24.

Options/Alternatives: The Board may consider the following options/alternatives:

1. Take no action; or
2. Adoption of the recommendation; or
3. Provide further direction in relation to the proposed budget amendment and then take action to adopt the resolution.

Fiscal Impact: Additional $50,000 in revenue to offset the costs associated with adding an additional day to the Chama route.

Attachments:

Resolution No. 2012-24

North Central Regional Transit District (NCRTD)
Resolution 2012 - 24

A RESOLUTION AUTHORIZING AN ADJUSTEMENT OF THE FISCAL YEAR 2013 ADOPTED BUDGET AND THE USE OF ADDITIONAL FUNDS RECEIVED FROM THE FEDERAL JOB ACCESS AND REVERSE COMMUTE (JARC) PROGRAM UNDER SECTION 5316

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004; and

WHEREAS, the NCRTD is entering its 5th year of providing public transit services in North Central New Mexico and additional funds were allocated by the New Mexico Department of Transportation from the Federal Job Access and Reverse Commute Program under Section 5316 in the amount of $50,000 to the NCRTD; and

WHEREAS, the Board of Directors at their August 3, 2012 meeting approved the use of such funds for adding an additional day to the Chama Route; and

WHEREAS, the NCRTD Board of Director's hereby adopts the budget increase hereinafter described and respectfully requests approval from the State of New Mexico's Local Government Division of the Department of Finance and Administration.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the request for a budget increase in the amount of $50,000.00 is approved.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 2nd DAY OF NOVEMBER 2012.

_____
Daniel Barrone, Chairman

Approved as to form:

_____
Peter Dwyer, Counsel

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: November 2, 2012

Agenda Item - C

Title: Resolution 2012 – 25 Establishing a Property Disposal Committee

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: This resolution creates a property disposal committee as required by state statue to approve and oversee the disposal of obsolete or unusable property.

Background: State statues govern the disposition of obsolete, worn-out or unusable tangible personal property owned by local public bodies. Pursuant to state statue Section 13-6-1 NMSA, the RTD is required to designate a committee of at least three members of the Board to approve and oversee the disposal of worn-out, obsolete or otherwise unusable property. The attached resolution provides the establishment of a standing committee, the appointment of its members and duties.

Recommended Action: It is recommended that the Board adopt Resolution 2012-25.

Options/Alternatives: The Board may consider the following options/alternatives:

1. Take no action; or
2. Adoption of the recommendation; or
3. Provide further direction in relation to the proposed establishment of a property disposal committee and then take action to adopt the resolution.

Fiscal Impact: NA

Attachments:

State Statue Section 13-6-1
Resolution No. 2012-25 Establishing a Property Disposal Committee

13-6-1

13-6-1 . Disposition of obsolete, worn-out or unusable tangible personal property.

A. The governing authority of each state agency, local public body, school district and state educational institution may dispose of any item of tangible personal property belonging to that authority and delete the item from its public inventory upon a specific finding by the authority that the item of property is:

(1) of a current resale value of five thousand dollars ($5,000) or less; and

(2) worn-out, unusable or obsolete to the extent that the item is no longer economical or safe for continued use by the body.

B. The governing authority shall, as a prerequisite to the disposition of any items of tangible personal property:

(1) designate a committee of at least three officials of the governing authority to approve and oversee the disposition; and

(2) give notification at least thirty days prior to its action making the deletion by sending a copy of its official finding and the proposed disposition of the property to the state auditor and the appropriate approval authority designated in Section 13-6-2 NMSA 1978, duly sworn and subscribed under oath by each member of the authority approving the action.

C. A copy of the official finding and proposed disposition of the property sought to be disposed of shall be made a permanent part of the official minutes of the governing authority and maintained as a public record subject to the Inspection of Public Records Act [Chapter 14, Article 2 NMSA 1978].

D. The governing authority shall dispose of the tangible personal property by negotiated sale to any governmental unit of an Indian nation, tribe or pueblo in New Mexico or by negotiated sale or donation to other state agencies, local public bodies, school districts, state educational institutions or municipalities or through the central purchasing office of the governing authority by means of competitive sealed bid or public auction or, if a state agency, through the surplus property bureau of the transportation services division of the general services department.

E. A state agency shall give the surplus property bureau of the transportation services division of the general services department the right of first refusal when disposing of obsolete, worn-out or unusable tangible personal property of the state agency.

F. If the governing authority is unable to dispose of the tangible personal property pursuant to Subsection D or E of this section, the governing authority may sell or, if the property has no value, donate the property to any organization described in Section 501(c)(3) of the Internal Revenue Code of 1986.

G. If the governing authority is unable to dispose of the tangible personal property pursuant to Subsection D, E or F of this section, it may order that the property be destroyed or otherwise permanently disposed of in accordance with applicable laws.

H. If the governing authority determines that the tangible personal property is hazardous or contains hazardous materials and may not be used safely under any circumstances, the property shall be destroyed and disposed of pursuant to Subsection G of this section.

I. No tangible personal property shall be donated to an employee or relative of an employee of

a state agency, local public body, school district or state educational institution; provided that nothing in this subsection precludes an employee from participating and bidding for public property at a public auction.

J. This section shall not apply to any property acquired by a museum through abandonment procedures pursuant to the Abandoned Cultural Properties Act [18-10-1 to 18-10-5 NMSA 1978].

K. Notwithstanding the provisions of Subsection A of this section, the department of transportation may sell through public auction or dispose of surplus tangible personal property used to manage, maintain or build roads that exceeds five thousand dollars ($5,000) in value. Proceeds from sales shall be credited to the state road fund. The department of transportation shall notify the department of finance and administration regarding the disposition of all property.

History: 1953 Comp., § 6-1-7.1, enacted by Laws 1961, ch. 100, § 1; 1979, ch. 195, § 2; 1984, ch. 47, § 1; 1987, ch. 15, § 1; 1989, ch. 211, § 6; 1995, ch. 181, § 1; 1998, ch. 16, § 1; 2001, ch. 317, § 1; 2007, ch. 57, § 4; 2012, ch. 10, § 1.

13-6-2. Sale of property by state agencies or local public bodies; authority to sell or dispose of property; approval of appropriate approval authority.

A. Providing a written determination has been made, a state agency, local public body, school district or state educational institution may sell or otherwise dispose of real or tangible personal property belonging to the state agency, local public body, school district or state educational institution.

B. A state agency, local public body, school district or state educational institution may sell or otherwise dispose of real property:

(1) by negotiated sale or donation to an Indian nation, tribe or pueblo located wholly or partially in New Mexico, or to a governmental unit of an Indian nation, tribe or pueblo in New Mexico, that is authorized to purchase land and control activities on its land by an act of congress or to purchase land on behalf of the Indian nation, tribe or pueblo;

(2) by negotiated sale or donation to other state agencies, local public bodies, school districts or state educational institutions;

(3) through the central purchasing office of the state agency, local public body, school district or state educational institution by means of competitive sealed bid, public auction or negotiated sale to a private person or to an Indian nation, tribe or pueblo in New Mexico; or

(4) if a state agency, through the surplus property bureau of the transportation services division of the general services department.

C. A state agency shall give the surplus property bureau of the transportation services division of the general services department the right of first refusal to dispose of tangible personal property of the state agency. A school district may give the surplus property bureau the right of first refusal to dispose of tangible personal property of the school district.

D. Except as provided in Section 13-6-2.1 NMSA 1978 requiring state board of finance approval for certain transactions, sale or disposition of real or tangible personal property having a current resale value of more than five thousand dollars ($5,000) may be made by a state agency, local public body, school district or state educational institution if the sale or disposition has been approved by the state budget division of the department of finance and administration for state agencies, the local government division of the department of finance and administration for local public bodies, the public education department for school districts and the higher education department for state educational institutions.

E. Prior approval of the appropriate approval authority is not required if the tangible personal property is to be used as a trade-in or exchange pursuant to the provisions of the Procurement Code [Sections 13-1-28 through 13-1-199 NMSA 1978].

F. The appropriate approval authority may condition the approval of the sale or other disposition of real or tangible personal property upon the property being offered for sale or donation to a state agency, local public body, school district or state educational institution.

G. The appropriate approval authority may credit a payment received from the sale of such real or tangible personal property to the governmental body making the sale. The state agency, local public body, school district or state educational institution may convey all or any interest in the real or tangible personal property without warranty.

H. This section does not apply to:

(1) computer software of a state agency;

(2) those institutions specifically enumerated in Article 12, Section 11 of the constitution of New Mexico;

(3) the New Mexico state police division of the department of public safety;

(4) the state land office or the department of transportation;

(5) property acquired by a museum through abandonment procedures pursuant to the Abandoned Cultural Properties Act [18-10-1 NMSA 1978];

(6) leases of county hospitals with any person pursuant to the Hospital Funding Act [4-48B-1 NMSA 1978];

(7) property acquired by the economic development department pursuant to the Statewide Economic Development Finance Act [6-25-1 NMSA 1978]; and

(8) the state parks division of the energy, minerals and natural resources department.

History: 1978 Comp., § 13-6-2, enacted by Laws 1979, ch. 195, § 3; 1980, ch. 89, § 17; 1984, ch. 47, § 2; 1987, ch. 15, § 2; 1989, ch. 211, § 7; 1989, ch. 380, § 3; 2001, ch. 291, § 9; 2001, ch. 317, § 2; 2003, ch. 203, § 1; 2003, ch. 349, § 21; 2004, ch. 95, § 1; 2007, ch. 57, § 5.

North Central Regional Transit District (NCRTD)
Resolution 2012 - 25

A RESOLUTION AUTHORIZING THE CREATION OF THE PROPERTY DISPOSAL COMMITTEE

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004; and

WHEREAS, the NCRTD is entering its 5th year of providing public transit services in North Central New Mexico and, from time to time, has property that is worn-out, unusable or obsolete to the extent that the item or items are no longer economical or safe for continued use by the NCRTD; and

WHEREAS, pursuant to Section 13-6-1 NMSA, NCRTD is required to designate a committee of at least three (3) members of the Board to approve and oversee the disposal of worn-out, obsolete or otherwise unusable property,

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board of Directors that a standing committee, with members to be appointed by the Chair, serve as the Property Disposal Committee. Membership on the committee shall consist of a minimum of three (3) members of the Board and not more than five (5) members. Membership on the committee shall commence upon the date of appointment by the Chair and shall continue until the Board meeting of November, 2013.

FURTHER, the duties of the Property Disposal Committee shall be to oversee the disposal of worn-out, obsolete or otherwise unusable property.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT that the Property Disposal Committee is hereby established.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 2ND DAY OF NOVEMBER 2012.

_____
Daniel Barrone, Chairman

Approved as to form:

_____
Peter Dwyer, Counsel

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: November 2, 2012

Agenda Item - D

Title: Discussion regarding follow up information of annual route assessment and adjustments.

Prepared By: Anthony J. Mortillaro, Executive Director and Linda Trujillo, Service Development Manager

Summary: At the August 3, 2012 Board meeting the results of the annual route assessment was reported. The following four routes were highlighted for changes/adjustment:

- Pojoaque route expansion
- Las Trampas route review/possibly discontinuing
- Chama additional day
- Santa Fe County expansion of a route from Golden to Santa Fe.

Staff was advised by the board to proceed with the Pojoaque expansion, and the additional day to Chama. Staff was advised to hold a community meeting regarding the Las Trampas route to notify residents of possible discontinuance of the route. The following is the motion from the August 3, 2012 Board meeting minutes:

Commissioner Holian moved to expand Pojoaque to Nambé Falls and give notice to Las Trampas of possible discontinuance and if discontinuation was recommended that the Golden Route and other proposed commuter routes be evaluated and add an additional day to the Chama route. Ms. Valério seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Pojoaque Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Santa Fé and City of Española voting in favor and none voting against.

Background: At the August 3, 2012 meeting the Board recommended that staff meet with the communities surrounding the Las Trampas route. An initial meeting was held October 17, 2012 in Penasco at the Penasco Area Communities Association meeting. Presentation and discussion time with those that were in attendance was very limited. However some of the general comments or concerns expressed were as follows:

Keep it intact, the service is critical to these smaller, poorer, remote communities;
Do not eliminate it completely;
Rather than go to a Tuesday/Thursday schedule with five outbound and five inbound buses, go to one inbound and one outbound per day - five days per week.

As a result of time limitation it was decided in discussion with several of the parties in attendance that holding another Community meeting in Ojo Sarco on October 30, 2012 at the community center at 7:00 pm for additional input would be beneficial. The results of that meeting are not available at the time that the Board Packet is distributed however, that information will be furnished after the meeting is held.

Recommended Action: None at this time pending the outcome of the October 30, 2012 meeting in Ojo Sarco.

Options/Alternatives: Pending the outcome of the next listening session with the Las Trampas community.

Fiscal Impact: Pending upon Board action. However, as previously reported, if Las Trampas route was eliminated a total amount of $146,668.57 would become available.

Attachment: Board agenda report from August 3, 2012 Board meeting.

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: August 3, 2012
Agenda Item - G

Title: Presentation of annual route assessment summary and Board direction on route additions or adjustments.

Prepared By: Linda Trujillo, Service Development Manager

Summary: Major Assessment results are as follows:

1. Expansion of Pojoaque route to Nambe Falls Travel Center, requested by Pojoaque Pueblo. This would be an annual cost of $2,379.00.
2. Due to low ridership should the Las Trampas route which costs $146,668.57 annually be continued? Funds could be redirected to support other routes and/or minor expansion.
3. Residents of Chama have requested an additional day per week, as this route only runs two days per week. Annual cost would be $53,353.86.
4. Request from Santa Fe County for additional route from Golden to Santa Fe. The approximate cost would be $115,920.35 annually for four trips per day Monday through Friday. Presently we do not have an assessment of potential riders, and would need this to complete full report for route request and justification. This cost does not include any capital cost for vehicle purchase or lease.

Background: This assessment is done each year to determine the effectiveness of each route.

Recommended Action: Board direction to staff regarding the four points above. In the event that the Board wants to consider the elimination of the Las Trampas route it is suggested that the staff conducts a community meeting in Las Trampas to solicit public comment and to bring that information back to the Board for further deliberation regarding this route at a future meeting.

Options/Alternatives:

1. The options for action regarding the assessment of the Pojoaque routes is to approve the expansion of the 2.5 miles as requested to include the Nambe Falls Travel Center, for a cost of $2,379.00 per year, or not approve it and leave the route in its existing schedule.
2. Regarding the Las Trampas route; an option is to discontinue the route for a cost savings of $148,668.57 per year and redistribute these funds to other routes for expansion, or use the funds to establish another route that is listed in the District's Service Plan, or continue the route in its existing schedule which serves approximately 170 trips per month and implement enhanced rider outreach efforts.

		vehicle mile cost fuel cost only		
Las Trampas	Route has low ridership and needs promotion in the communities	none	$148,668.57 annual cost	FY 2010 = $171.67 FY 2011 = $69.27 FY 2012 = $80.01
Santa Clara	no recommendations			FY 2010 = $70.46 FY 2011 = $27.12 FY 2012= $22.08
San Ildefonso	Change Cities of Gold Hotel stop to the adjacent Park and Ride Lot	none	completed	FY 2010 = $106.65 FY 2011 = $49.90 FY 2012 = $27.96
	Change the stop at the Sports Bar to the Pojoaque Market	none	completed	
	Change the Buffalo Thunder stop to the 66 station	none	completed	
Chama	Would like to run on Wednesdays There are 6-7 Veterans that go to Santa Fe and need to stay overnight but don't use our bus because they can't come back the next day	see cost factor	$53,353.86/per year for one add'l day per week	FY 2010 = 180.74 FY 2011 = $97.89 FY 2012 = $56.72
	Would Like to stop one day a week at the new CVS or Walgreens	none	could replace one weekly Walmart stop	

Major Findings

1	Extension to Pojoaque route	$2,379.00	
2	Cost of Las Trampas route in light of	$148,668.57	
3	Chama additional day per week	$53,353.86	
4	Request from Santa Fe County Golden to Santa Fe route Need's assessment for ridership	$115,920.35	Four trips per day cost does not include capital for vehicle purchase

3. Options for action regarding the Chama route would be to expand the route to three days a week from its current two days per week, which is being requested by the residents of Chama and Tierra Amarilla. This would be an additional cost of $53,353.86 per year, or continue the route in its existing schedule without expansion.
4. Santa Fe County request options would involve approval of the this route once a ridership assessment is conducted and redirect funds from the Las Trampas route or other funding source from Santa Fe County, or not approve the opening of this route if a reoccurring funding source is not found.

Fiscal Impact:

Route	Cost	Comments
Extension to Pojoaque route	$2,379.00	This additional cost can be readily absorbed in the adopted FY 13 budget.
Las Trampas route	($148,668.57)	These funds could be reallocated if the Board chooses to eliminate this route. It is recommended that before a decision is made to cease this service that the residents of Las Trampas be given notice of the Boards contemplation of such possible action and that staff hold a community meeting to solicit comments.
Chama additional day per week	$53,353.86	These additional costs were not budgeted for.
Request from Santa Fe County for a new route from Golden to Santa Fe. (Route needs assessment for ridership.)	$115,920.35	Four trips per day/five days per week. Cost does not include capital for vehicle purchase which is estimated at $60,000 (14 passenger cutaway). These additional costs were not budgeted for.
JARC Funds to supplant the use of GRT on existing eligible route.	($50,000.00)	Allocation of $50,000 in additional JARC funding received for FY 2013 which supplants use of RT GRT. The unknown is whether this JARC funding can be counted on as annually reoccurring revenue.
Available Net after reallocation of funds	($27,015.65)	
Capital Purchase - Van	$60,000.00	Maybe be able to avoid this expenditure by allocating the Las Trampas bus to this route, which is a 12 passenger vehicle.
Amount need for funding potential route reallocations	($32,984.35)	

Attachments:
Assessment report

Annual Route Evaluation - 2012

RTD

Route	Suggested Changes	Associated Cost	Recommended Changes	Cost Per Trip History
Questa-Taos	Security officer for students	Approx $10,400.00 per year based on 2 hrs per day 5 days per week.	Discuss issue with school officials and enforce suspension policy	FY 2010 = $12.15 FY2011 = $10.77 FY 2012 = $11.37
	Remove graffiti on bus shelter in San Cristobal	none	cleaned immediately	
	Add another day per week for a one hour stop at Wal-mart like we currently do on Weds.	This would add one hour per week incurring overtime for the driver approx $1,465.36 annually	since it involves add'l cost it was considered but not recommended	
	Delete Womans Health Ctr from schedule	This stop has not been used in about one year	delted from schedule	
Penasco-Taos	Delete Rodarte stop as this has not be used.	none	stop deleted	FY 2010 = $24.76 FY 2011 = $23.95 FY 2012 = $16.85
	Add a stop at the low income housing development	none	stop added	
	Need to move sign at the Penasco Community Center where we do not stop to San Antonio Catholic Church where we do stop	none	staff will move sign	
	Need sign at the Talpa Community Center	none	staff will add sign	
	There is a double faced sign at Pot Creek which needs to be removed as we do not stop there anymore	none	staff will remove sign	
Taos - Espanola	AM schedule is tight the Park and Ride leaves at 6:12 am and this bus arrives at 6:10 am. We tried to work with P&R but could not get an extra 10 min	none	Driver now calls P&R to hold bus if necessary	FY 2010 = $25.55 FY 2011 = $18.43 FY 2012 = $15.01
	Park & Ride in the evening arrives 10 minutes later due to recent schedule change our bus must wait and leave later this bus leave later	none	Driver now calls P&R to see if there are transfers	
	Highway re-alighment in Taos relocated our Lota-Burger stop to Town of Taos bus stop #35	none	Changed stop to align with Taos Chile Line	
West Side	Eliminated Old Martinez Garage stop	none	no one using deleted from schedule	FY 2010 = $23.99 FY 2011 = $18.00 FY 2012 = $12.98

Annual Route Evaluation - 2012

	Request for add'l stop at American Spirit Homes	none	customer requests added to our schedule	
	Removed Vally National Bank	none	no one using deleted from schedule	
	Removed third stop at PNM	none	no one using deleted from schedule	
UNM Klauer	Students have asked for a stop at the South Side Fitness Center because there are new fitness classes being held there north bound stop is ok however south bound would be a problem due to the traffic on Hwy 68	none	will need to study safety concerns before instituting	FY 2010 = $46.85 FY 2011 = $37.00 FY 2012 = $ 38.85
Red River	Passenger request for a stop at the Donut Shop inbound and at the Miners Mall outbound	none	recommend meeting with the Town before implementing date pending	FY 2010 = $77.30 FY 2011 = $37.29 FY 2012 = $26.68
Riverside	Bus stop signs need to be turned to face oncoming traffic	none	will be implemented by staff	FY 2010 = $17.37 FY 2011 = $8.18 FY 2012 = $4.87
Espanola-Santa Fe	Pojoaque Sports bar stop changed Pojoaque Park and Ride location by the Cities of Gold Hotel	none	completed	FY 2010 = $11.91 FY 2011 = $8.20 FY 2012 = $6.50
NM 599	no recommendations			FY 2011 = $32.05 FY 2012 = $21.36
Tesuque	Change Cities of Gold stop to Pojoaque Park and Ride stop	none	approved and change made on new schedule	FY 2010 = $22.06 FY 2011 = $18.00 FY 2012 = $21.47
Eldorado	no recommendations			FY 2011 = $19.15 FY 2012 = $17.83
Los Alamos	Change Sports Bar stop to Pojoaque Park and Ride stop by Cities of Gold Hotel	None	done 6-28-2012	FY 2010 = $147.72 FY 2011 = $87.48 FY 2012 = $84.83
Chimayo	Shelter at Country Store damaged and needs to be replaced.	cost for contractor Mike Kelly working with Arnold Padilla	in process	FY 2010 = $72.57 FY 2011 = $37.27 FY 2012 = $37.52
	Remove stop at Tiendita del Paes do not pick up passengers at this stop	cost for contractor Mike Kelly working with Arnold Padilla	Remove shelter could move to Country Store stop	
Espanola-El Rito-Chimayo	Remove stop at Old Sign Co people requsted but never used	none	completed	FY 2010 = $48.58 FY 2011 = $48.26 FY 2012 = $45.93
	Stop at KFC (now closed) not used	none	completed	
Pojoaque	Take off Buffalo Thunder stop	none	completed	FY 2010 = $58.73 FY 2011 = $34.16
	Change Cities of Gold Hotel stop to Pojoaque Park and Ride	none	completed	FY 2012 = $45.23
	Expand route to Nambe Travel Center	$2,379 00 annually 75 miles per week times 52 times $.61	discuss with Board	

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: October 5, 2012

Agenda Item - E

Title: Discussion regarding route concerns from Rio Arriba County

Prepared By: Anthony J. Mortillaro, Executive Director and Mike Kelly, Operations and Facilities Manager

Summary: At the September 7, 2012 Board Meeting Andrew Martinez, Assistant Planner from Rio Arriba County spoke to the Board during the public comment section regarding the NCRTD service in specific areas of the County. He expressed concerns in the cancellation of the Alcalde/Velarde route, and the establishment of the Las Trampas route. Mr. Martinez cited from personal experience difficulties he encountered while trying to book a same day ride on the demand response route and the lack of service from a fixed route in the area. Mr. Martinez presented two maps showing preferred service routes in the aforementioned areas, recommending that Alcalde/Velarde be reinstated as a fixed route and the Las Trampas route be turned into a demand response route. Upon board recommendation, staff met with Mr. Martinez on September 19, 2012 to further discuss his concerns.

Background: The Alcalde/Velarde route began 12/15/2009 and was discontinued March 2011 due to low ridership and high cost per person ($82.32 to $189.01and a closing partial year cost of $60.87). The funds from this route were then used to put a second bus on the Riverside Route, cutting the headway from one hour to ½ hour and which has been very successful. Under the recommendation of former Commissioner Elias Coriz from Rio Arriba County, a member of the NCRTD Board of Directors, the Las Trampas route was begun in October of 2009. Due to low ridership and high costs this route is under discussion for review and possible adjustment. The cost per person has varied from $128.75, to $69.27.

Recommended Action: After meeting with Mr. Martinez, Executive Director Anthony J. Mortillaro, and staff Mike Kelly, Operations and Facilities Manager and Linda Trujillo, Service Development Manager have requested further statistical and data information from Mr.

Martinez, who has access to the Rio Arriba County GIS program. In addition Mr. Martinez presented staff with a memo containing six bullet items and ten questions requesting written responses. At the conclusion of the meeting with Mr. Martinez on September 19, 2012 it was agreed that a follow-up discussion for assessment of the route request would occur once the additional data was presented for the parties to analyze. This follow-up, although requested by staff, was not able to be scheduled. Furthermore, any discussion of route additions, modifications, or discontinuation would need to occur in the context of the discussion regarding the Las Trampas route. Currently no additional funding is available in the adopted budget. Any new or revised routes would need to be addressed through the re-allocation of existing funds from the Las Trampas route if such action were to be taken.

Options/Alternatives: As the NCRTD does not have additional funding to implement or restart routes, requesting funding from Rio Arriba County to re-establish this route in Alcalde/Velarde should be explored. Another alternative would be to await the outcome of the community meeting requested by the Board on the Las Trampas route and a decision on this route recommendations and the possibility of any funding balance from adjustments.

Fiscal Impact: The operational cost to reinstitute the Alcalde/Velarde route would be approximately $117,944.00 per year and is not inclusive of capital cost for initially a 12 passenger bus ($48,000 - $50,000).

Attachment:

Board Resolution No. 2009-13 Defining Standards and Practices for the Implementation of New Service Routes

North Central Regional Transit District ("NCRTD")

Resolution 2009-13

DEFINING STANDARDS AND PRACTICES FOR THE IMPLEMENTATION OF NEW SERVICE ROUTES

WHEREAS, the NCRTD was created through legislative enactment (chapter 65, signed March 21, 2003); and,

WHEREAS, the NCRTD is a sub-division of the State of New Mexico with all the authority and duties of the same (NMSA 1978, § 73-25-4); and,

WHEREAS, the NCRTD Board has the authority to operate regional transit services and new transit service routes within its area of operation pursuant to NMSA 1978, § 73-25-6 (A) (6); and,

WHEREAS, the NCRTD Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the district (NMSA 1978, §73-25-5(G)(3)); and,

WHEREAS, the NCRTD Board wishes to establish a uniform and fair system for the implementation of new transit service routes within the district; and,

WHEREAS, the NCRTD Board recognizes that any new transit service routes are constrained by the NCRTD's budget and staffing; and,

WHEREAS, the NCRTD Board recognizes that in order to be fair to the members of the NCRTD and to best serve the public of the region it is in the best interest of the NCRTD to establish standards and practices for the implementation of new transit service routes.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that:

1. No new transit service route shall be initiated or established by administrative action or public request unless the proposed new service route shall have been first formally proposed by motion of a representative of a member entity in the geographic area of the route at a Coordination and Consolidation Subcommittee meeting. Any Board member may request through the subcommittee Chair that an item "consideration of new service route(s)" be included on the agenda of a subcommittee meeting. The Board member requesting the agenda item shall provide the Chair with sufficient information to define and describe the proposed new service route(s) so that the item can be fairly presented to the subcommittee. The staff shall include said item on the agenda at the request of the Chair along with a brief description of the proposed new service route(s).

2. The NCRTD Board may consider additional service routes at any meeting where the item has been duly noticed on the agenda. The second step following the recommendation for consideration by the Coordination and Consolidation Subcommittee shall be to obtain Board approval for a "Needs Assessment Report" on the proposed additional route(s). If the Board approves a Needs Assessment Report the staff shall prepare the Needs Assessment Report for the next meeting of the Board. If the Needs Assessment Report cannot be timely completed prior to the next Board meeting the staff shall provide a status report on the progress made to date on the Needs Assessment. The Needs Assessment Report shall include an assessment of the anticipated number of passenger trips for the forthcoming fiscal year and such additional information as may be reasonably necessary for the Board to determine the extent of the need for the proposed additional route. The Needs Assessment Report shall also include demographic information on the anticipated rider-ship that is likely to be served by the proposed route. All Needs Assessment Reports shall be filed and saved for future use to assess changes in demands and to compare relative demands among existing and proposed routes.

3. If a Needs Assessment Report is prepared the staff shall present the findings to the Board along with a Fiscal Impact Report showing the estimated cost of the proposed route including: capital costs for new equipment, signage, and shelters; direct labor costs for drivers and mechanic needed to implement the proposed route; and any incremental costs or impacts that may be material to the Board's decision. The staff shall also present prorated figures showing the annual cost per mile of the route(s) and the annual cost per rider of the route(s). However, the Board shall retain full discretion to approve or deny implementation of a proposed route regardless of the Needs Assessment Report and the efficiency of the route(s) so long as the Board appropriates sufficient amounts in its annual budget to fund the additional route(s).

4. After reviewing the Needs Assessment Report, the Fiscal Impact Report and the efficiency of the route the Board shall consider approving the

expenditure of funds necessary to implement the route(s). If funds are budgeted and approved the route(s) shall be implemented.

5. No sooner than six months and later than nine months following the implementation of new route(s) the route(s') value to the regional transit system shall be assessed by the Board at a Board Meeting. The staff shall provide information regarding ridership, demographics and efficiency of the route along with comparison data for other comparable routes within the district to assist the Board in assessing the value of the route and whether to continue, discontinue or expand the service on the route.

6. The NCRTD Board shall approve funding for route(s) and services based upon the benefit to the region as a whole.

PASSED, APPROVED AND ADOPTED BY THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD ON THIS 18th DAY OF September, 2009.

Alfred Herrera, Chair

Approved as to form:

Mark A. Basham, Counsel

North Central Regional Transit District
Financial Summary
As of October 25, 2012

Summary:
The North Central Regional Transit District (NCRTD) is currently reporting four months of financial activity. The standard for expenses that should be spent for the four month period is 33% of the budget.

The month of October does not reflect all expenses because the Finance Department will continue to process invoices for the remainder of the month.

All budget figures in the revenue and expense charts and tables have been divided using a straight-line method to allocate monthly budget figures. A comparative analysis in revenue and expenses is presented to compare the previous year operating results.

Financial Highlights

Revenue:
As of October 25, 2012, total revenue of $1,417,463 was received by NCRTD. The revenue consists of $1,236,467 of Gross Receipt Taxes (GRT) collected by participating counties, $135,407 of Federal Revenue, $43,633 of Proceeds from the Sale of Auctioned Vehicles, Transit Fares, Bank Interest and Miscellaneous Revenue.

The amounts collected in GRT for the months of July through October 2012 lag two months behind from the counties. Total collected to date is 17.6% of budgeted revenue.

Expenditures:
For the month ending October 2012, NCRTD recognized expenditures totaling $1,882,981, which is 19.3% of total budgeted expenditures. This percentage is below the standard 33% for the time period, mostly due to quarterly (instead of monthly) payments to the City of Santa Fe and Los Alamos County for transit services.

Of the $1,882,981 spent by NCRTD, $281,145 was in Administration, $1,292,621 in Operations and $309,215 was in Capital Outlay.

Administration has spent 24.2% of their budget, Operations has spent 18.2% and 20.4% in Capital Outlay.

Other Financial Updates:

- Federal Transit Administration – Financial Management Overview
  - The District sent an update letter to the FTA on September 9, 2012. The FTA has not responded as of this report date.

- NM Department of Transportation – Office of Inspector General Audit
  - Auditors are continuing with the audit after a slight delay. They are approximately 80% complete.

- Annual Finance and Compliance Audit
  - The audit firm began their on-site field work on October 18, 2012 and will continue October 31, 2012.

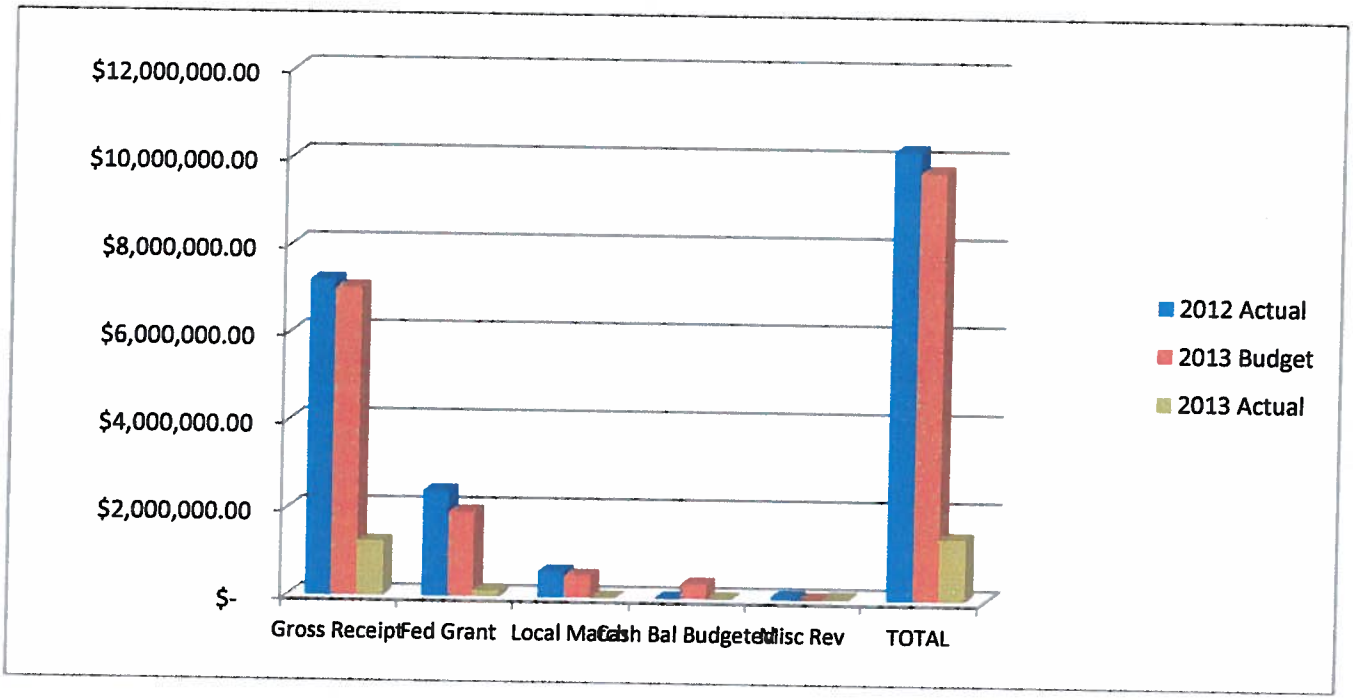
This Financial Summary should be reviewed in conjunction with the Monthly Board Financial Report

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

NCRTD Revenue by Sources

As of October 25, 2012

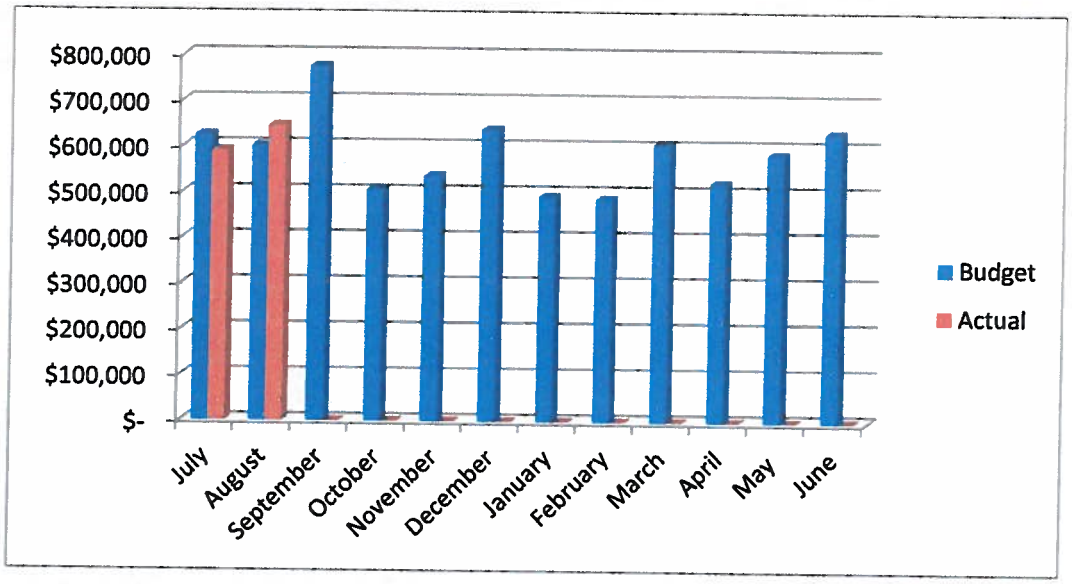


		2012 Actual	2013 Budget	2013 Actual	% of Actual vs budget
Gross Receipt	$	7,183,334.39	$ 7,013,800.00	$ 1,236,463.25	17.6%
Fed Grant	$	2,397,969.90	$ 1,917,879.00	$ 135,409.99	7.1%
Local Match	$	600,000.00	$ 500,000.00	$ -	0.0%
Cash Bal Budgeted	$	-	$ 333,000.00	$ -	0.0%
Misc Rev	$	56,140.06	$ -	$ 45,590	0.0%
TOTAL	$	10,237,444.35	$ 9,764,679.00	$ 1,417,463.24	14.5%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue Thru October 25, 2012



Budget to Actual FY2013

($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 624,424	$ 590,847	95%
August	$ 602,595	$ 645,616	107%
September	$ 776,092	$ -	0%
October	$ 506,704	$ -	0%
November	$ 536,922	$ -	0%
December	$ 638,669	$ -	0%
January	$ 492,211	$ -	0%
February	$ 486,854	$ -	0%
March	$ 608,187	$ -	0%
April	$ 522,719	$ -	0%
May	$ 585,819	$ -	0%
June	$ 632,603	$ -	0%
May 2012 YTD	**$ 7,013,799**	**$ 1,236,463**	**18%**

Prior Year vs. Current Year

($ thousands)

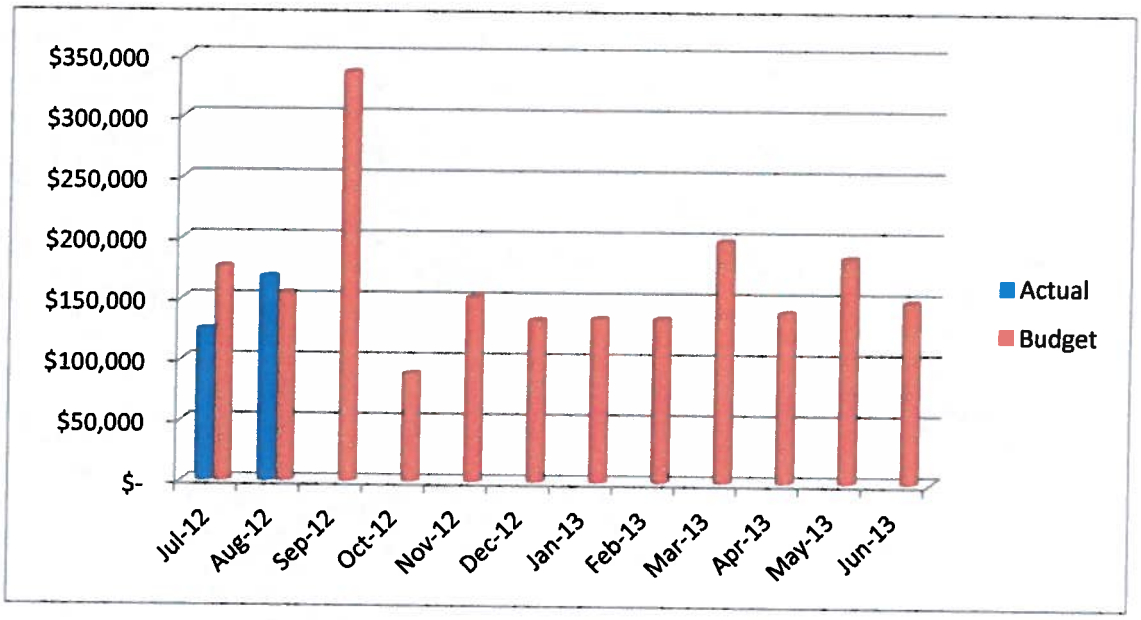
	Prior Year FY2012	Current Year FY2013	Inc/Dec from Prior Year to Current Year
July	$ 537,428	$ 590,847	$ 53,419
August	$ 637,978	$ 645,616	$ 7,638
September	$ 890,381	$ -	$ (890,381)
October	$ 421,413	$ -	$ (421,413)
November	$ 487,320	$ -	$ (487,320)
December	$ 706,831	$ -	$ (706,831)
January	$ 607,499	$ -	$ (607,499)
February	$ 354,166	$ -	$ (354,166)
March	$ 641,741	$ -	$ (641,741)
April	$ 669,266	$ -	$ (669,266)
May	$ 552,255	$ -	$ (552,255)
June	$ 521,420	$ -	$ (521,420)
May 2012 YTD	**$ 7,027,698**	**$ 1,236,463**	**$ (5,791,235)**

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



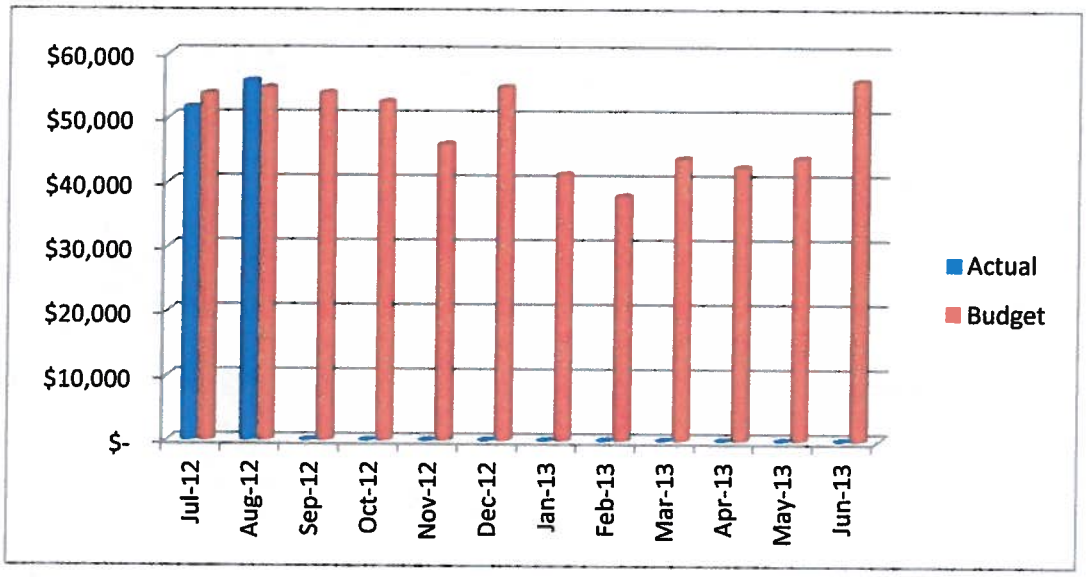
Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/24/2012	Jul-12	$ 124,560	$ 176,002	71%
Not Received	Aug-12	$ 167,973	$ 154,497	109%
	Sep-12		$ 336,445	0%
	Oct-12		$ 88,794	0%
	Nov-12		$ 151,722	0%
	Dec-12		$ 133,190	0%
	Jan-13		$ 134,479	0%
	Feb-13		$ 134,677	0%
	Mar-13		$ 198,398	0%
	Apr-13		$ 140,028	0%
	May-13		$ 184,921	0%
	Jun-13		$ 148,848	0%
	YTD Total	$ 292,533	$ 1,982,001	15%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



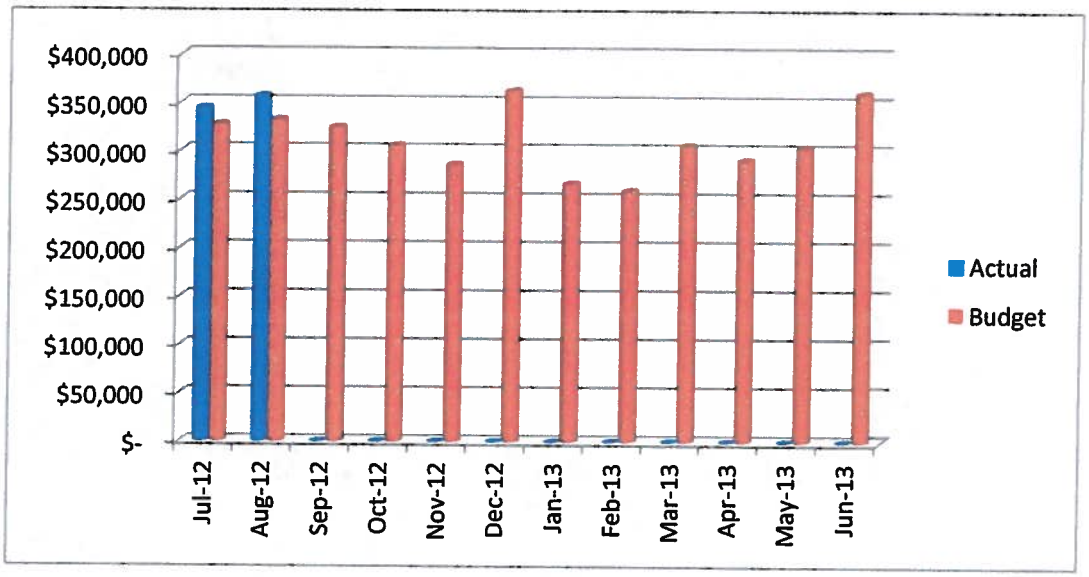
Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
Not Received	Jul-12	$ 51,622	$ 53,708	96%
Not Received	Aug-12	$ 55,703	$ 54,636	102%
	Sep-12	$ -	$ 53,824	0%
	Oct-12	$ -	$ 52,490	0%
	Nov-12	$ -	$ 45,878	0%
	Dec-12	$ -	$ 54,810	0%
	Jan-13	$ -	$ 41,238	0%
	Feb-13	$ -	$ 37,874	0%
	Mar-13	$ -	$ 43,674	0%
	Apr-13	$ -	$ 42,340	0%
	May-13	$ -	$ 43,732	0%
	Jun-13	$ -	$ 55,796	0%
	YTD Total	$ 107,325	$ 580,000	19%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/25/2012	Jul-12	$ 343,976	$ 327,152	105%
Not Received	Aug-12	$ 357,202	$ 331,996	108%
	Sep-12	$ -	$ 324,357	0%
	Oct-12	$ -	$ 305,913	0%
	Nov-12	$ -	$ 286,164	0%
	Dec-12	$ -	$ 363,295	0%
	Jan-13	$ -	$ 266,602	0%
	Feb-13	$ -	$ 259,150	0%
	Mar-13	$ -	$ 306,099	0%
	Apr-13	$ -	$ 290,822	0%
	May-13	$ -	$ 303,863	0%
	Jun-13	$ -	$ 360,686	0%
	YTD Total	$ 701,178	$ 3,726,099	19%

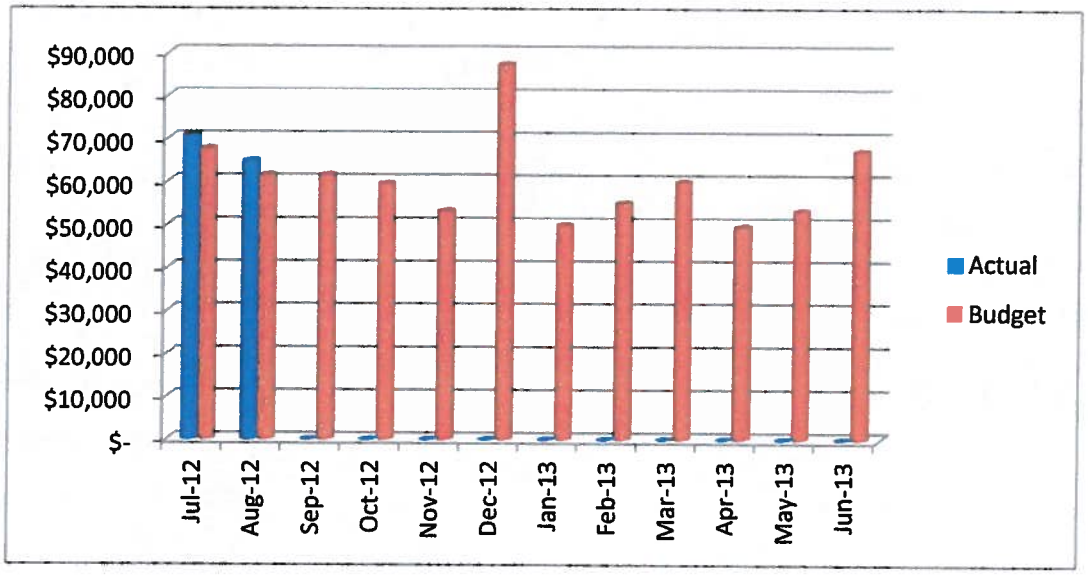
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

TAOS COUNTY

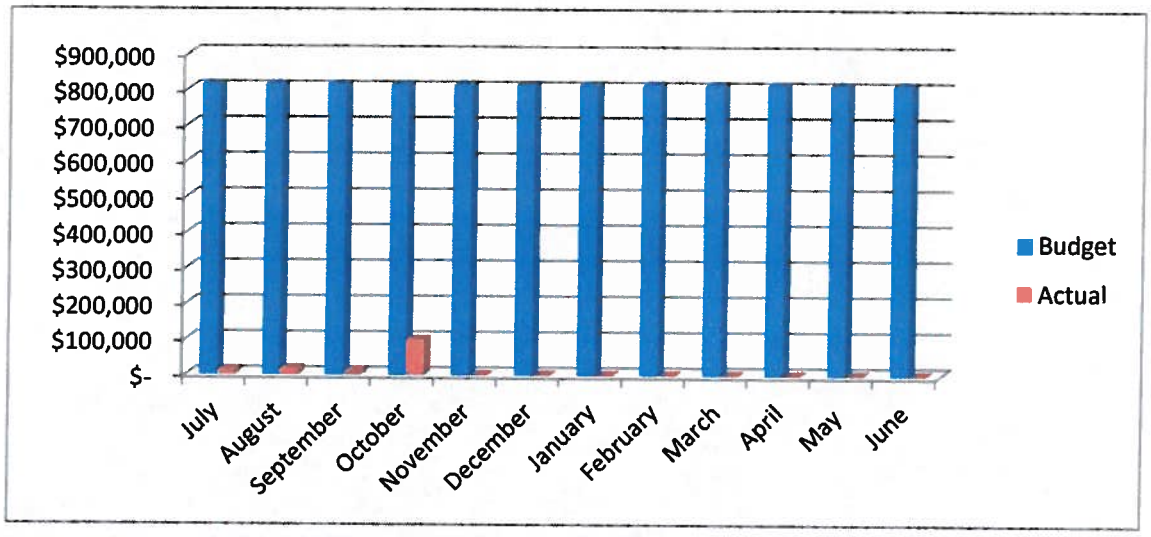


Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/22/2012	Jul-12	$ 70,690	$ 67,563	105%
10/22/2012	Aug-12	$ 64,738	$ 61,467	105%
	Sep-12	$ -	$ 61,467	0%
	Oct-12	$ -	$ 59,507	0%
	Nov-12	$ -	$ 53,158	0%
	Dec-12	$ -	$ 87,374	0%
	Jan-13	$ -	$ 49,892	0%
	Feb-13	$ -	$ 55,153	0%
	Mar-13	$ -	$ 60,015	0%
	Apr-13	$ -	$ 49,529	0%
	May-13	$ -	$ 53,303	0%
	Jun-13	$ -	$ 67,272	0%
	YTD Total	$ 135,428	$ 725,700	19%

MONTHLY BOARD REPORT

FY2013 (July 1, 2021 to June 30, 2013)

Grant Revenue



Budget to Actual FY2013
($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 813,723	$ 12,892	2%
August	$ 813,723	$ 16,657	2%
September	$ 813,723	$ 7,272	1%
October	$ 813,723	$ 98,589	12%
November	$ 813,723	$ -	0%
December	$ 813,723	$ -	0%
January	$ 813,723	$ -	0%
February	$ 813,723	$ -	0%
March	$ 813,723	$ -	0%
April	$ 813,723	$ -	0%
May	$ 813,723	$ -	0%
June	$ 813,723	$ -	0%
July 2013 YTD	**$ 9,764,680**	**$ 135,410**	

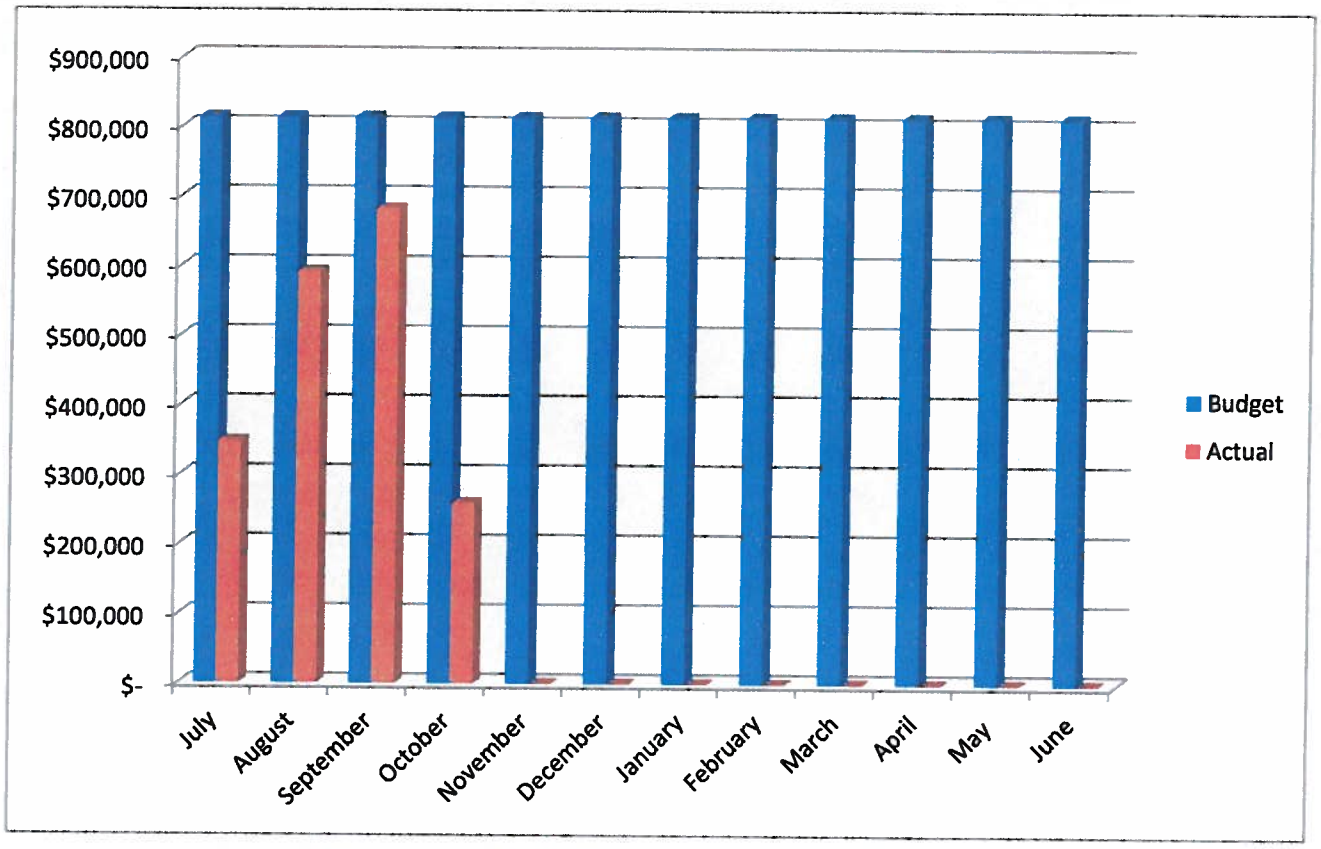
Prior Year vs. Current Year
($ thousands)

	Prior Year FY2012	Current Year FY2013	Inc/Dec from Prior Year to Current Year
July	$ 117,255	$ 12,892	$ (104,363)
August	$ 277,214	$ 16,657	$ (260,557)
September	$ 147,307	$ 7,272	$ (140,035)
October	$ 106,559	$ 98,589	$ (7,970)
November	$ -	$ -	$ -
December	$ 78,638	$ -	$ (78,638)
January	$ 166,375	$ -	$ (166,375)
February	$ 630,114	$ -	$ (630,114)
March	$ 160,966	$ -	$ (160,966)
April	$ 315,561	$ -	$ (315,561)
May	$ 153,703	$ -	$ (153,703)
June	$ 192,660	$ -	$ (192,660)
July 2013 YTD	**$ 2,346,352**	**$ 135,410**	

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

NCRTD BUDGET EXPENDITURES OVERALL



Budget to Actual FY2013
($ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual
July	$ 813,723	$ 348,115	$ 465,608
August	$ 813,723	$ 592,563	$ 221,160
September	$ 813,723	$ 682,868	$ 130,855
October	$ 813,723	$ 259,435	$ 554,288
November	$ 813,723	$ -	$ 813,723
December	$ 813,723	$ -	$ 813,723
January	$ 813,723	$ -	$ 813,723
February	$ 813,723	$ -	$ 813,723
March	$ 813,723	$ -	$ 813,723
April	$ 813,723	$ -	$ 813,723
May	$ 813,723	$ -	$ 813,723
June	$ 813,723	$ -	$ 813,723
July 2012 YTD	**$ 9,764,680**	**$ 1,882,981**	**$ 7,881,699**

19%

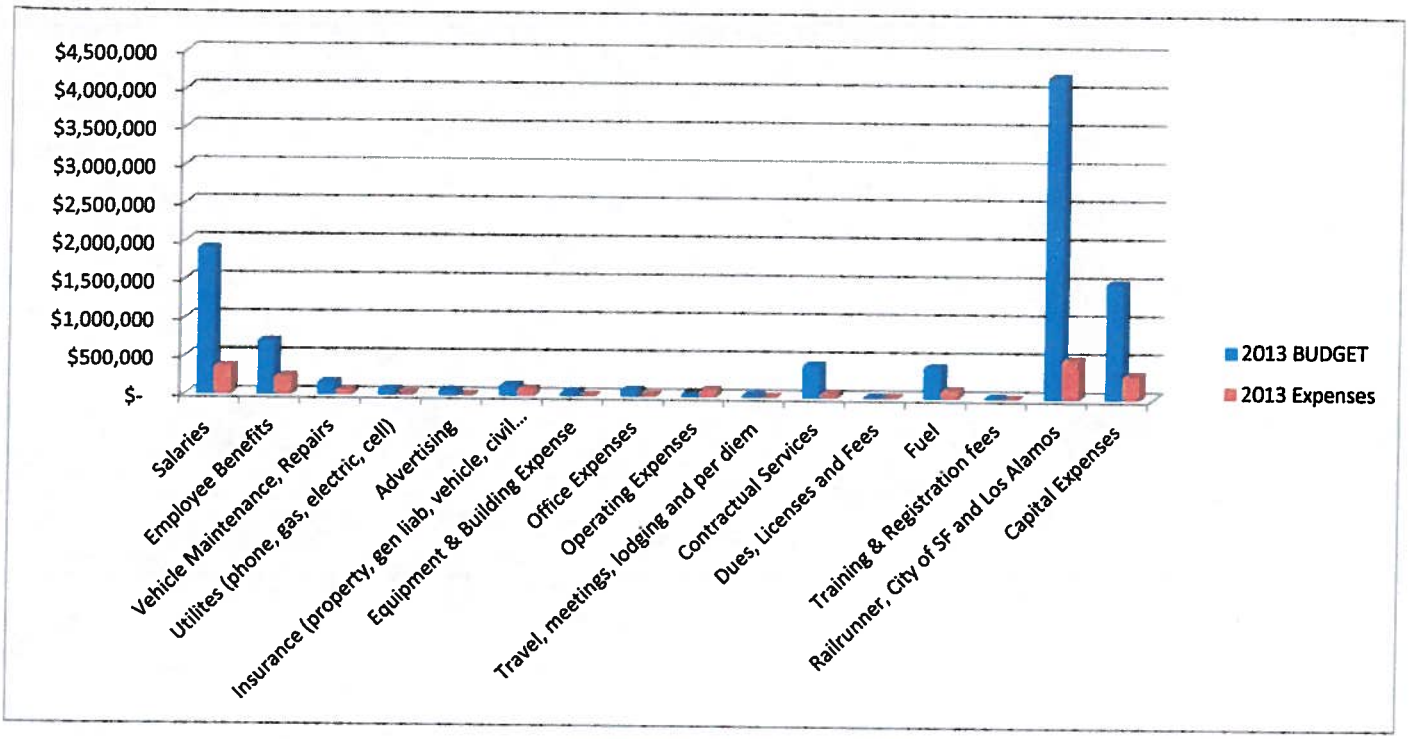
TOTAL NCRTD Budget

MONTHLY BOARD REPORT

FY2013 (July 1, 2021 to June 30, 2013)

NCRTD Expenses by Type

As of October 25, 2012



Comparative Expenses by Type

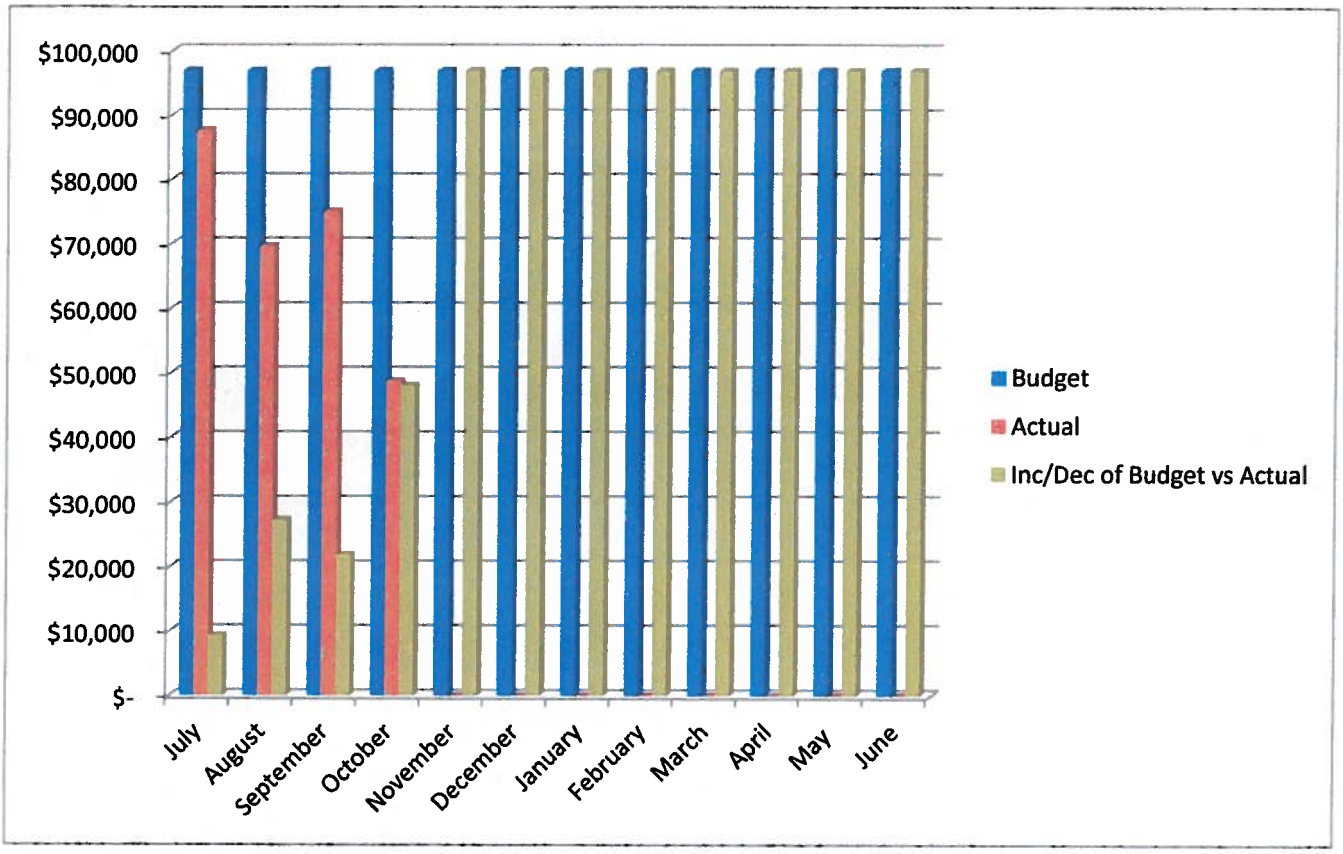
	2013 BUDGET	2013 Expenses	YTD Budget Variance -25%
	$	$	
Salaries	$ 1,903,838	$ 363,757	19.1%
Employee Benefits	$ 696,278	$ 235,265	33.8%
Vehicle Maintenance, Repairs	$ 159,000	$ 56,335	35.4%
Utilites (phone, gas, electric, cell)	$ 65,332	$ 24,107	36.9%
Advertising	$ 61,350	$ 5,457	8.9%
Insurance (property, gen liab, vehicle, civil rights)	$ 130,000	$ 85,829	66.0%
Equipment & Building Expense	$ 38,900	$ 10,311	26.5%
Office Expenses	$ 81,765	$ 21,921	26.8%
Operating Expenses	$ 37,400	$ 88,705	237.2%
Travel, meetings, lodging and per diem	$ 23,811	$ 4,228	17.8%
Contractual Services	$ 421,300	$ 51,676	12.3%
Dues, Licenses and Fees	$ 6,600	$ 6,387	96.8%
Fuel	$ 408,600	$ 103,050	25.2%
Training & Registration fees	$ 9,900	$ 650	6.6%
Railrunner, City of SF and Los Alamos	$ 4,208,280	$ 513,760	12.2%
Capital Expenses	$ 1,512,326	$ 311,543	20.6%
TOTAL	$ 9,764,680	$ 1,882,981	19.3%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Administration Expense Summary

Year to Date Budget Variance - 25%



Budget to Actual FY2013
($ thousands)

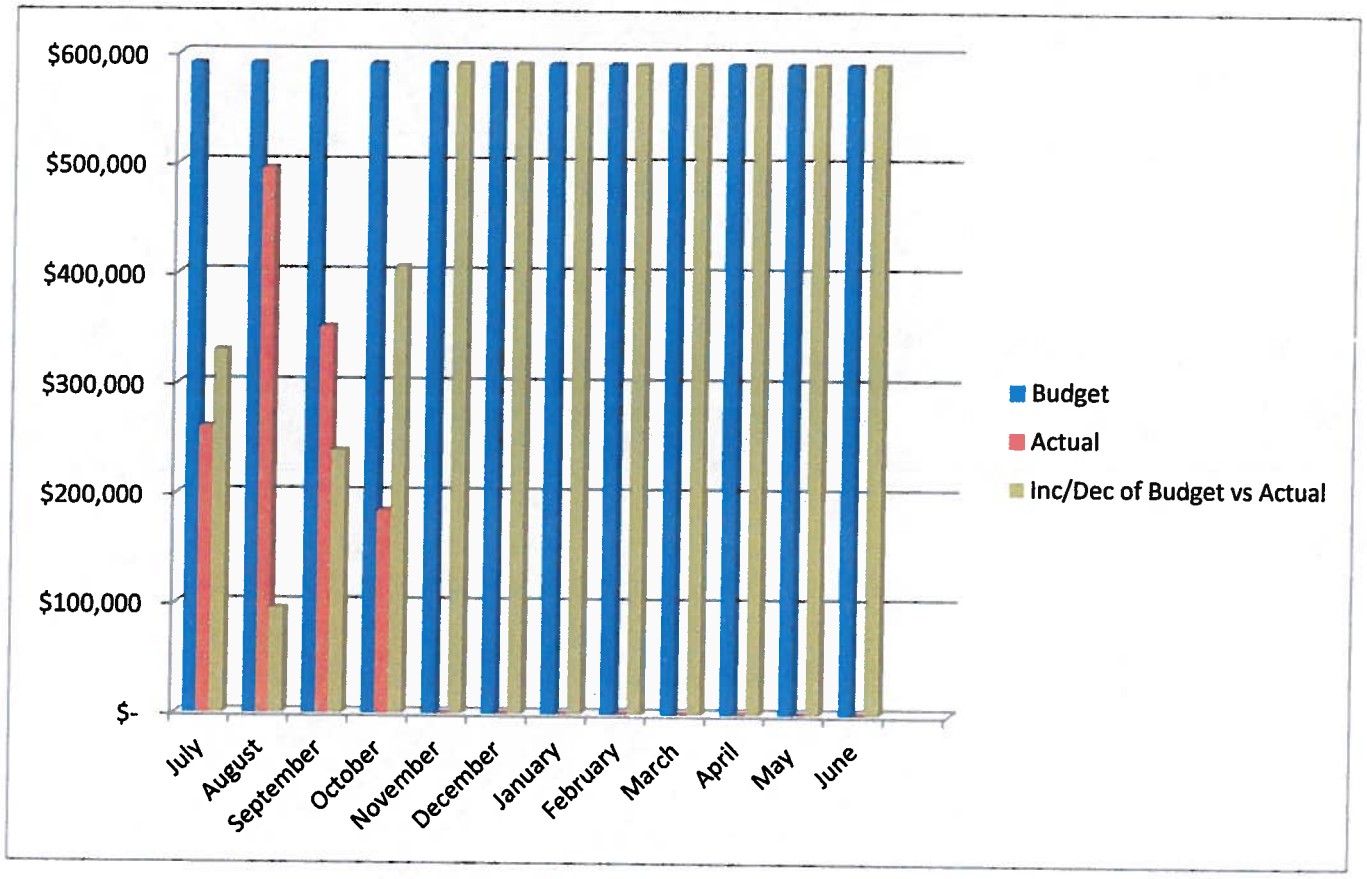
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance - 8%
July	$ 96,949	$ 87,617	$ 9,332	
August	$ 96,949	$ 69,675	$ 27,274	
September	$ 96,949	$ 75,062	$ 21,887	
October	$ 96,949	$ 48,791	$ 48,158	
November	$ 96,949	$ -	$ 96,949	
December	$ 96,949	$ -	$ 96,949	
January	$ 96,949	$ -	$ 96,949	
February	$ 96,949	$ -	$ 96,949	
March	$ 96,949	$ -	$ 96,949	
April	$ 96,949	$ -	$ 96,949	
May	$ 96,949	$ -	$ 96,949	
June	$ 96,949	$ -	$ 96,949	
July 2012 YTD	**$ 1,163,388**	**$ 281,145**		**24.2%**

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Operating Expense Summary

Year to Date Budget Variance - 25%



Budget to Actual FY2013
($ thousands)

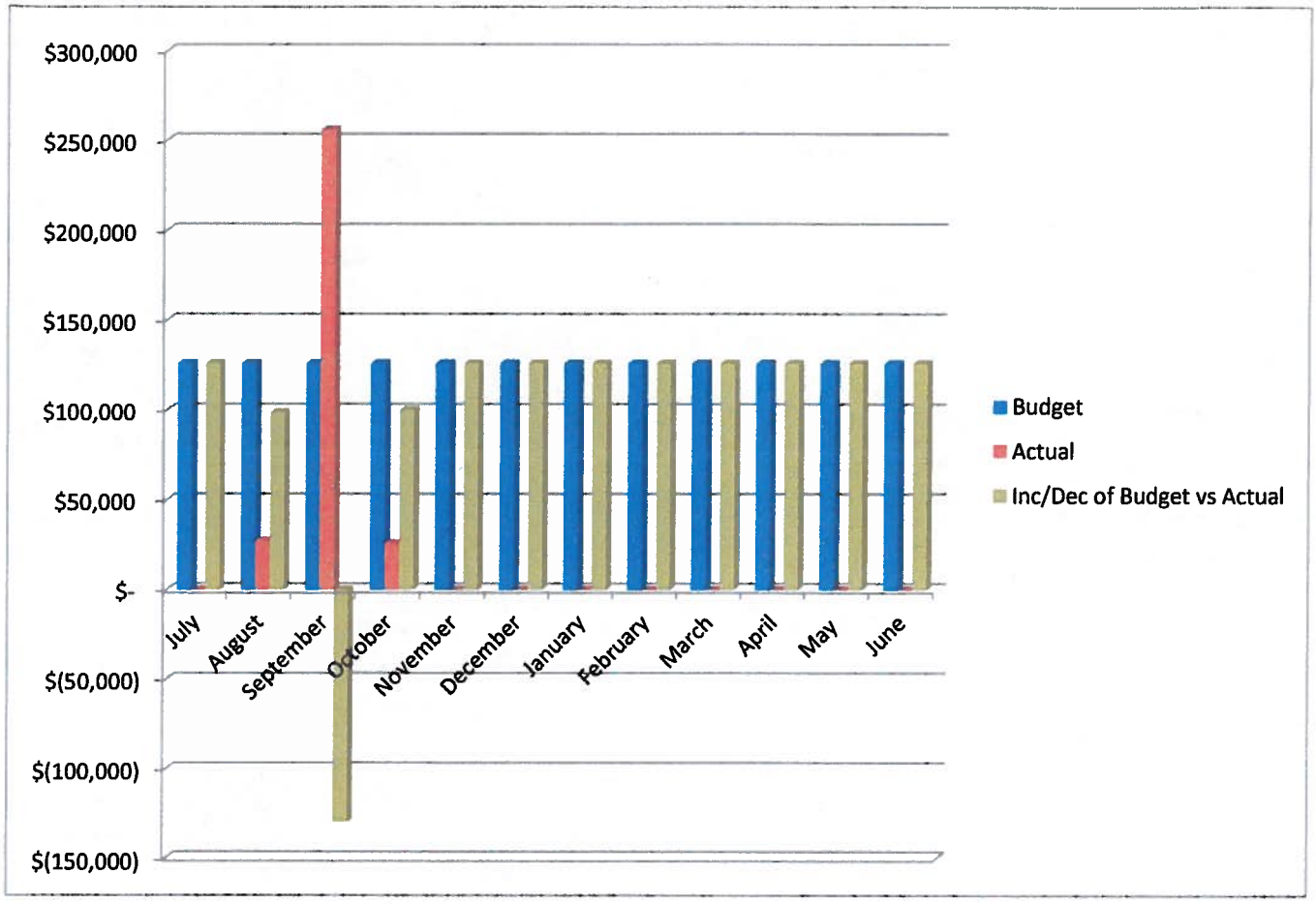
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance - 17%
July	$ 590,747	$ 260,498	$ 330,249	
August	$ 590,747	$ 495,573	$ 95,174	
September	$ 590,747	$ 351,822	$ 238,925	
October	$ 590,747	$ 184,728	$ 406,020	
November	$ 590,747	$ -	$ 590,747	
December	$ 590,747	$ -	$ 590,747	
January	$ 590,747	$ -	$ 590,747	
February	$ 590,747	$ -	$ 590,747	
March	$ 590,747	$ -	$ 590,747	
April	$ 590,747	$ -	$ 590,747	
May	$ 590,747	$ -	$ 590,747	
June	$ 590,747	$ -	590,747.17	
July 2012 YTD	**$ 7,088,966**	**$ 1,292,621**		**18.2%**

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Capital Expense Summary

Year to Date Budget Variance - 25%



Budget to Actual FY2013
($ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance - 8%
July	$ 126,027	$ -	$ 126,027	
August	$ 126,027	$ 27,315	$ 98,712	
September	$ 126,027	$ 255,984	$ (129,957)	
October	$ 126,027	$ 25,916	$ 100,111	
November	$ 126,027	$ -	$ 126,027	
December	$ 126,027	$ -	$ 126,027	
January	$ 126,027	$ -	$ 126,027	
February	$ 126,027	$ -	$ 126,027	
March	$ 126,027	$ -	$ 126,027	
April	$ 126,027	$ -	$ 126,027	
May	$ 126,027	$ -	$ 126,027	
June	$ 126,027	$ -	$ 126,027	
July 2012 YTD	**$ 1,512,326**	**$ 309,215**		**20.4%**

Finance Subcommittee

Meeting 8-31-12, 9:00 a.m.

Present: Anthony Mortillaro, Geoff Rodgers, Brian Mirabal, Kathy Holian, Dayna Duran, JohnBulthuis

Absent: Tim Vigil, Barney Trujillo

Minutes taken by: Barb Mascarenas

Tony introduced Brian Mirabal as NCRTD Finance Manager.

Item review:

Tony presented a review of the FTA Financial Management OversightReview.

Tony: The FTA randomly chooses entities throughout nation to review. The FTA consulting firm began the review in February 2012 and NCRTD received their report in August 2012. The review only looks at the financial management aspects of NCRTD and is not a financial audit. During the latter part of 2011 and early 2012, NCRTD brought all past financial audits up-to-date. Then the 2011 fiscal year audit was completed on time with no management findings. While these were all occurring, the FTA audit, NM General Inspector's audit through NDOT occurred as well. They, NMDOT have not finalized their audit yet. To the credit of the of the finance staff, NCRTD has survived these processes. Brian is now working on our next NCRTD audit preparations.

The FTA/FMO is an advisory tool designed to help discover areas where you can enhance compliance and do better. The only problem I found is that they had a hard time grasping how small NCRTD is. NCRTD doesn't function as large organizations do.

Jon Bulthuis: Santa Fe Trails went through the same FTA audit and stated their findings were quite concentrated as well.

Tony: Today we want to share what they found and talk about our plans to take care of these items. Our own auditors didn't find the same findings, but these recommendations will help make us that much better. There are some things we will disagree with since we don't have staff to do perform the functions.

Geoff Rodgers: I see that audits disagree somewhat and you will fix the findings. There may be entities that will see this as another black eye on the District. Is there a plan to get this to the public with our plan to fix the findings?

Tony: This FTA/FMA will be in the board packet this month. I don't think there is anything in here that is earth shattering or that says we were doing things wrong or incorrectly. These are just findings from FTA perspective.

Geoff: So we will worka well crafted press release to public?

Tony: Yes, Jim is working on this. You will hear Brian's view and context of what he is doing and planning for compliance. Let's go through these one by one.

a. Pg. 14: No ethics/conflict of interest policy. One has been drafted. We told them that there is such a statement in the state procurement rules.

Geoff: Have we formally adopted state rules?

Tony: The terminology says we can develop our own which we have done if the board adopts them. They mirror these to the extent necessary.

b. Procurement rules: Our new draft procurement rules state that there is an illustrative example of how the purchasing files will be set up for indexing. Copy shared with members. Then files will be set up as requested.

Geoff: Have previous owners found problems with this before?

Tony: No. NM Rail and Transit is the one we deal with the most and they didn't think we needed to comply with the request.

Kathy: How did they come to this?

Tony: By random choice. In past audits, there might have been minor procurement issues, but not major. We will now have an illustrated process.

Geoff: On bottom of pg 8, could produce analysis sheet – isn't that done?

Tony: Actually done by staff. Maybe not in format they liked, but it was there.

Geoff: This is the kind of language that gives us a black eye.

Tony: I understand. These are issues from the past that we are still working through. Our response is that our policy is being updated with forms, etc.

c. ECHO drawdown: Didn't like one individual being responsible for this. ECHO is the system that we input to drawdown of federal funds. There was only one person who had access, now Brian has access as well.

d. FFR prep: Brian, do you have any comments? (no reply)

Tony: I thought we had replied to this.

Geoff: This issue once again seems to me that it could be considered a serious flaw. Previous audits didn't find this?
Tony: No.
Geoff: last sentence seems like normal accounting practice.
Kathy: did they show example?
Tony: They might have done so with Kelly, but not with me. We missed responding to this in our letter.
Geoff: We will follow up and find out where missing info was and report back to board?
Tony: Sure. I'll talk to Kelly.

e. Inadequate Accounts PayableProcedures:

Brian: Of what I have read in the report, this was an overall review – I've been through these types of reviews. What I read between the lines is that in a nutshell when the auditors came to the organization to review, they first want SOP and internal controls. Word of mouth is not good enough for them. None of that is available in finance now. Was SOPbeing followed vs. word of mouth? They nitpicked in my mind. We need internal controls and procedure to eliminate these findings. What I have done is look at key operations that happen in the organization. Then pulling each out to set procedures and internal controls and holding employees accountable for each procedure.

Kathy: Are procedures being documented?

Brian: Yes. I don't have an Accounts Payable person right now and waiting for new procurement manual which will have established procedures and internal controls. So when next auditor comes along this is what we go by. That will eliminate a lot of questions. The flip side: this eliminates employee standpoint of what is required. Checklist followed for proper backup being developed now.

Geoff: What is timeline to develop?

Brian: Need to find one more staff member on board, procedure manual in two weeks, and mid Oct SOP and processes.

Goeff: Will they come to the board?

Tony: No, since they are operational and procedural in nature and not policy.

Goeff: Will you let us know when they are in place? Does it seem normal that they are not in place?

Brian: Yes, and no this is not typical. Earlier practice was to have an accounting manual. Now they focus on internal controls and SOP vs. manuals. Part of the issue is when auditors come onsite they look at how files are organized. Reliability factors reflect on your organization. Presently finance is not that way. Now getting new forms, new procedures, to get this put together.
Tony: When you look at the history of NCRTD, they didn't really start operating routes until '07, before then it was 1-2 employees. Our financial services were provided through the City of Santa Fe. Eventually we grew to affording an accountant who used Quickbooks until MIP Sage system was

installed approximately 1.5 years ago. Now Brian isthe 4th finance manager in 5 years. Turnover leads to lack of procedures to get this done right.

Geoff: Certainly understand challenges they faced which carry over to you, but want to make sure that as we go forward we don't just dismiss this as just as how they looked at it. Whether we do it the way they want it or not.

Tony: Now with audits over, Brian's experience and with adequate staff with appropriate background, this will help to become a total model for other entities.

Kathy: That should be part of the message we send out to the public.

Dana: Yes, those procedures are exactly what you need, along with a staff that understands what they are.

Brian: Not just finance – also documents from other departments. We will be retraining them to provide the proper documentation.

f. Pg. 26 NTD preparation and review:

Tony: Again we are working on procedure. Grant procurement is assigned to service development manager, and then when we get the grant, finance handles that. We will make sure there is a clearly articulated process between these two offices.

g. Fixed assets –

Tony: One person to take inventory and another person to verify. Last year was the first time district inventoried anything. So we now have tags. When done by department, then separate person checks work.

Goeff: Do these have to have policy backing them up?

Tony: They will have.

h. Preventive maintenance tc: page 29.

Tony refers to the District's response on page 66. So this is more ofan issue of FTA standards or NMDOT. NMDOT tells us we follow their standards. Same issue came up with FTA who was auditing the state. We told them we follow state's requirements. From this standpoint we are not out of compliance with state requirements. John: Santa Fe Trails ispassing, but several other concerns in different areas. Some issues this team brought forward had never been brought forward before. Level of intensity of examination is intense.

Geoff: Not a bad thing.

John: No but intense.

Geoff: What comes out is a different set of eyes.

Tony: If you want more discussion on this item we can bring in the fleet manager.

i. Pg 31 – procurement, we will handle in our policy.

j. Pg. 32 – didn't know we had to report change orders to FTA on new building. That has been corrected. As soon as we learned it was all sent to FTA. They don't have approval authority but just wanted to know about them.

k. Pg. 34 – Reconciliation process for cash account.

Brian: They are being done now. I can't say why they weren't done in the past. To me is the first thing you do to close out the month. First thing on closing procedures. It has been taken care of and we have controls now on how we accept funds, who takes deposit, who reconciles, and Tony is involved in whole process.

Geoff: from 2010.

Tony: Yes, these are 2010 items that were not closed out.

l. Pg 36 – Now taken care of.

Geoff: Calling for accounting manual, but thought that was old school?

Brian: Can go either way. In my mind I've always emphasized procedure rather than manual. Terms are interchangeable sometimes. My plan is to have internal controls to auditors.

John: Similar concern in our review - that procedure wasn't documented. "How to" manual that you were talking about was asked for.

Tony: You're handled by city finance office right?

John: Yes for cash handling we oversee, but generally are bigger city function.

m. Pg. 38 – Record retention policies.

Tony: Two board meetings ago we brought the Board the email and retention policy which was adopted.

Geoff: I notice the timeline – are they being tracked and are we in compliance with them?

Tony: Pretty close in most cases. We didn't agree to them, they put in here.

Kathy: Is there a follow up?

Tony: We will provide a letter.

Brian: I have a timeline of what is completed, when it has been done, then with Tony's approval, we will send to them. We give them feedback to keep contact to set precedent for future reviews that we are aware, acknowledge and working on it. Being proactive rather than reactive.

n. Pg 40 – Data Fields in Fixed Asset Records.

Tony: We are in process of implementing fixed asset in our software.

o. Pg. 42 – Vendor Invoices not logged upon receipt.

Tony: Once we are centralized, mail will be centralized as well. Barb handles all the mail and she distributes. Haven't started a log to log in invoices. Monotonous when you have so many coming in.

Brian: Safety to that is that Accounts Payable person compares statements to invoices. Reconciliation portion is more important than log. Not all vendors send statements but high ticket vendors will. Give and take on this for right accounting procedures. Statement reconcile rather than logging in. Could maybe have been a better dialogue with auditors on best way to handle this.

p. Pg. 44 – Ineffective actual to budget variance analysis.

Tony: I had issue with this because when we do our budget report every month, you see variance right there. In red if over-expended or not. Philosophically I've told staff that if line item is overspent, I am not necessarily going to transfer funds, because we won't know how our appropriation budget was off. Ourway now helps us with future process.

Brian: From DFA standpoint we are allowed 4 budget adjustments every year.

Brian: If we do see a negative, we have explanation of why we went over. That suffices for their questions.

Tony: We will review budget and keep track monthly. So now departments have their own budgets to manage as well.

John: We had the same finding. Also didn't understand what they wanted tosee. Our bottom line response is that document budget to actual that was signed and dated and filed.

Goeff: This sounds more of a question of management technique discussion rather than process.

Brian: Other preventative going forward is part of close end would be budget general ledger to every manager to review their budget as well.

Dayna: We send that monthly with detailed list to departments to catch any errors as well.

q. 45 – Single audit findings.

Tony: Our auditors thought they had 60 days. Issue is when does state auditor release them? Easy to fix and our auditors know about it to go forward.

r. 46 – Insufficient information technology physical and application access security controls.
Tony: Santa Fe offices had IT equipment in a closet. In our new building they are in special IT room and locked. No one has access to that but me and Barb.Not even custodian. Not able to correct until we moved to new building.

Brian: Moving forward, need to segregate accounting system and HR files away from operational files.

Tony: No one has access to MIP Sage.

Brian: Stored Finance files in shared drive to segregate.

Tony: We use Dotfoil. Met with FTA and followed up to make sure. HR files are now on their own drive which is accessed only by me and Barb.

John: Redundancy?

Tony: Yes, our server is backed up off site at Dotfoil.

Kathy: How often?

Tony: Twice per day.

s. Pg 50 – Budget policies.
Tony: Our budget continues to show how it is compiled each year. Former finance manager had forms to fill in from users previously – database of those types of costs are in our system.

Summary: concludes findings.

Tony: We will develop a press release to proactively address. Audit was alwayspublic information and I gave copies of letter to media so they were aware. At Board meeting of September 7, 2012, I will report and will ask if any members have questions. May turn to you to ask if you want any comments made of your review.

Geoff: That is fine. I have two observations. (1) After talking with Brian I'm left with feeling that we have a professional on staff. Would like spread sheet with updates continually to the board.

Tony: We will do so. Will add a column to indicate implementation timelines.

Revised procurement regulations - pg 70.

Tony: Compilation of best practices from best cities in our region was the source of development. If items were not clear we defaulted to state statutes.

Page 84 – the revised set.

Tony: Note last sentence of first paragraph.

Geoff: Before we go through this. One of the things we are dealing with in Los Alamos presently is a purchasing agent was shadowing to get points for his accounts. What are you doing with innocuous things like this?

Tony: I believe this is addressed in our travel policies. We say accumulated points on cards is ok. I will check travel policy. Fuel card policy however, does not prevent employeefrom using card to fuel to accumulate points. Soonwe will have our own fueling system.

Geoff: Those are the things that are reviewed on personal credit card – but want to be sure that those employees doing business are doing so legitimately.

Tony: Using their own credit card for travel expenses is ok since pcard does not allow this. By the way our travel policy was approved by board.

John: Geoff, how does county handle that now?

Geoff: county's stand is that because he was doing this as purchasing officerit's a different magnitude. Want to be sure this is handled with NCRTD before any chance of happening here.

Tony: May be in minutes if not in travel policy – but employee can keep points for travel, etc.

Kathy: "this will be our procurement code" still in compliance with NM code?

Tony: Yes, can be more restrictive, but not more liberal.

2. If FTA money being expended, then we follow FTA procurement processes. If there is inconsistency with federal process and this, then federal process will govern.

3. Exemptions: Person defined as individual or contractor. We currently go out for bid on fleet items to compare with state process.

Geoff: Does existing contract have to have "piggy backing allowed?"

Dayna: It must have approval from entity.

Tony: We talked about putting a clause that says other government entities would be allowed to purchase through this competitive process.

4. Definitions. Pg 92 – purchasing agent – is executive director. Tony: I am allowed to delegate to another individual and likely to do so to Brian.

Geoff: What is signatory authority?

Tony: $100k which is adequate. Usually capital projects or fleet –but not problematic. We time this so purchase lines up with board approval.

Section 8 – Replicates bylaws.

Geoff: What about recurring contracts that would go over $100k?

Tony: We don't have those types of contracts. If we would do that we would go to board.

Geoff: Spelled out here? Make sure you are not in position that exceeded $100k overall.

Tony: Legal contract limited to $50k per year. I will check minutes indicated this was approved by board.

Geoff: would like to see clause that if cumulative amount exceeds $100k then must be brought to board

Tony: pg 96 review processes.

Pg 98 - #12 what is a small purchase? Reviewed.

Geoff: Professional services defined?

Tony: Yes on page 89.

Pg 100 – cost price analysis from FTA addressed here.

Pg 101 – type of contracts – reviewed.

Geoff: Doesn't seem to address exceeding signatory authority. Board should at least be notified that the cumulative amount has been exceeded.

Brian: Alternative would be that multi-year contract has been approved by board.

Geoff: This has been taken care of at our county by bringing back to board's radar screen.

Tony: Guidance from there to here?

Goeff: Easiest is to come back to board approval.

Kathy and Dayna agree.

Geoff: This protects board and Tony.

Tony: We have some multi-year term contracts entered into previous. Legal will have to be renewed here shortly. IT contract is also multi-year contract to be renewed.

Kathy: When do they come up for renewal?

Tony: Don't know exactly when it comes up for bid. Another would be accounting audits (under $50k) and lobbyist ($18k year).

[Geoff had to leave for another meeting.]

Tony: Before you leave, was there anything that you would further suggest? Would you be willing to make recommendation to the board on this?

Kathy will make the motion second by Goeff. No discussion. Passed.

John: On a similar note. What about ChangeOrders?

Tony: Go to page 93 8 (b) (1) (c).

John: So language here is you have $100k you could sign?

Tony: No. Contingency amounts are set in project budget. That is where control is set. More than this and goes back to board.

John: Good then we won't get into those issues.

Page 103 (21) – Review.

John: Doesn't purchase order work as far as minor purchases?

Tony: Yes, but there are times when we go through bid process.

Pg. 105: District procurement records answers audit specific audit item "(b)" but don't want to have large process for editing forms in future if necessary.

Page 106 – blank FIX

Pg 109 – next big project would be maintenance facility here, but that could be a couple of years out.

Pg 115 (47) – answers FTA audit finding.

Pg 118 – answers FTA audit finding.

Open to additional questions/comments:

If none, Tony will make change talked about and we'll get agenda out this afternoon.

John: Comment on page 84: applicability language says federal procurement laws rule, but deal with local funds differently than federal funds. My understanding is that when you accept federal money everything must be handled that way.

Tony: The following sentence states "in event of inconsistency the latter will govern (federal)."

John: Good. I like that.

Tony: Could be buying as GRT purchases that we follow our procurement policy. But like this building, when we took federal funds, had to stay with federal process.

John: Ok.

Tony: We're ok on this. Bottom line is how we used FTA funds.

Brian: Underlying tone is what fund are you expending from? If they say federal then shift gears. Doesn't mean treat them separately, but document factors greater on FTA side.

Tony: Are there any miscellaneous items? I don't anticipate meeting in September but could have an entrance conference with auditors; haven't heard when that is set up. Whenever we can get it scheduled we will let you know.Next regular meeting in October. We are required to have4 meetings per year.

Brian: I haven't sent things to them for this yet. Hope we can do sooner than later.

Kathy: Rewriting any of the policies/procedures?

Tony: Personnel rules and these are the big ones. Finance policies are recently done. Collective Bargaining will be new. We will bring performance measures in October meeting and then take to board for adoption. Not benchmarking since not a lot of systems out there like ours.

No further items/discussion.

Adjourned: 11:24 a.m. – Barb Mascarenas

EXECUTIVE REPORT
For October 2012

Executive

- Continued to address a variety of issues related to new building punch list and resolution of final payment issues.
- Continued negotiations with Teamsters Union and drafted and exchanged proposals regarding non-economic and economic issues. Staff and I met with Nambe Lieutenant Governor regarding route adjustment and joining the District.
- Reviewed and finalized custodial services contract.
- Submitted to FTA a letter regarding status of FMO findings.
- Staff and I met with Rio Arriba County Planner regarding service delivery request and options.
- Drafted annual report letter and reviewed supplemental materials for annual report.
- Attended Rio Metro Board Meeting representing the District as an Ex Officio Member.
- Prepared and finalized performance management forms for newly hired staff.
- Reviewed and commented on Service Plan RFP.
- Reviewed and commented on performance measurers for District services.
- Underwent training with the State Risk Management Department representatives regarding insurance plans.
- Met with NMDOT Staff regarding coordination of Veteran's Grant.
- Conducted orientation for Taos County alternate member.
- Met weekly with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Created and put together materials for the Board's October meeting.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.

Operations

- Participated with Executive Director in weekly Union Negotiations.
- Working with Staff and Building Contractor to finalize/complete punch list items

- The Service Development Manager and I met with Los Alamos' transit department continuing to discuss a joint procurement of dispatch software with AVL components, utilizing Federal grant funds.
- Represented the NCRTD at Los Alamos Council work shop on joint software procurement described above.
- Interviewing for Driver and Facilities Maintenance Specialist positions.
- Contracted with successful Janitorial bidder: High Sierra Cleaning.
- Provided special transportation service for public officials and attendees of the new La Cienega Fire Department building wet down.
- Met with Service Development Manager, executive Director and a Rio Arriba County representative to discuss future routes in the Espanola area.
- Arranged reciprocal parking with All Aboard America in Espanola and in Santa Fe.

Service Development

- Continued working on RFP for updating the Service Plan.
- Prepared listing of capital expenditures for bus stop amenities for 5311 FY 2013 capital.
- Prepared ICIP and entered into DFA online program, need to mail hard copy of information to DFA by October 1, 2012.
- Continuing work on Performance Measures, refining information and detailing narration of definitions.
- Worked on ordering in ground mounts for trash cans, finding funding.
- Completed ridership report for August 2012, and distributed to Board members.
- Worked with Mike Kelly and Arnold Padilla on placement of bus stop signs and tracking of work completed for payment.

Public Information

- Scripted: 30 sec radio spot for KTAOS radio in Taos which began running 6 times Mondays through Fridays. An additional: 05 sec spot as host of 8:00 AM weather has also begun running. Both are to run through FY12.
- Began working with KDCE Radio 950 AM Espanola (with coverage throughout Rio Arriba County) to develop an advertising program to run remainder of FY2012.
- Met with KSWV 810-AM Santa Fe, with coverage through Los Alamos, Espanola, and Edgewood and beyond, to develop advertising program through FY12.
- Green Fire Times ¼ page ad ran in September issue.
- Chama Valley Times ¼ page ad ran in September issue.
- Wrote and submitted 2 articles (Move to New Headquarters, Record Ridership) to NMPTA Fall Newsletter.
- Met with Carol Ann Sandoval, KRQE –TV, to discuss advertising opportunities.
- Wrote and disseminated press release on addition of Edgewood and Rio Metro to NCRTD Board.
- NCRTD Annual Report -- researched, wrote, laid out and designed report.
- Wrote and distributed Rider Alerts on new NCRTD phone numbers.

- Wrote and distributed Rider Alert regarding addition of Wednesday service to Chama route.
- Wrote and submitted story regarding addition of Wednesday Chama service for the Chama Valley Times.
- Wrote and upon approval from the Executive Director implemented Media Administrative Guidelines.
- Worked with Rio Grande Sun for story they were doing about elimination of fares through next year.
- Worked with Rio Grande Sun for story they were doing regarding NCRTD ridership and route reassessment.

EXECUTIVE REPORT
For November 2012

EXECUTIVE

- Staff and I met with NMDOT and Taos County Commissioners regarding a stop at San Cristobal.
- With Chairman Barrone, made presentation to Santa Fe Board of Commissioners regarding the RTD's annual performance.
- Conducted interviews for Finance Manager Position.
- Finalized new building final pay issues with Builder.
- Continued negotiations with Teamsters Union and drafted and exchanged proposals regarding non-economic and economic issues.
- Attended APTA Annual meeting in Seattle, WA.
- Finalized annual report prepared by PIO.
- Drafted and distributed Legal Services Plan RFP.
- Drafted Compensation Survey RFP.
- Attended Rio Metro Board Meeting representing the District as an Ex Officio Member.
- Reviewed and commented on Service Plan RFP.
- Reviewed and commented on performance measurers for the RTD.
- Conducted orientation for new Edgewood Representatives.
- Met weekly with Board Chair Barrone on various issues.
- Continued revision and creation of various NCRTD policies.
- Created and put together materials for the Finance Subcommittee October meeting and Board's November meeting.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.
- Attended Santa Fe MPO Technical Coordinating Committee.

Service Development

- Finalized RFP for transit service plan update
- Finalized listing of capital expenditures for bus stop amenities for 5311 FY 2013 capital
- Competed ICIP
- Finalized work on Performance Measures, refining information and detailing narration of definitions.
- Ordered in ground mounts for trash cans.
- Completed ridership report for September 2012, and distributed to Board members
- Ordered schedule holders due to arrive in a couple of weeks for placement
- Contacted DW Turner regarding brochure, should have first draft by the end of October
- Attended webinar on Title VI Policy changes under MAP 21

- Worked with Tribal sub-committee chair regarding meetings establishing time and date
- Compiled information for Las Trampas route meeting on October 17, 2012 in Penasco

Operations

- Participated with Executive Director in continued Union Negotiations.
- Attended the Northern Pueblos Regional Planning Organization meeting.
- Moving forward with Los Alamos County regarding the joint procurement of dispatch software with AVL components, utilizing Federal grant funds.
- Participated in interviews for Finance Manager and Drivers.
- Accompanied Executive Director and Service Development Manager to Taos County to meet with Commissioners and NMDOT District 5 Engineers to discuss new bus stop at San Cristobal.
- Working with Fleet Manager to finalize and roll out bus bid.
- Working on the RFP for fuel station bid for the transit facility.

Marketing/Public Information Office

- Scripted :30 sec radio spot for KDCE – 950 AM radio in Espanola which began running on October 1 through June 30 2013. The :30 sec spot and sponsorship of the 7:30 AM news will run 17 days per month excluding Saturdays and Sundays
- Scripted a :30 sec spot for KSWV 810-AM in Santa Fe to run from October 15 through June 15, 2013. Twenty :30 spots will run each month as well as 30 :20 sec promos announcing RTD sponsorship of the NM Trivia question of the day during the 7:30 AM ½ hour
- Green Fire Times ¼ page ad ran in October issue
- Chama Valley Times ¼ page ad ran in October issue as well as an RTD written story about the beginning of Wednesday, Chama to Española service
- NMPTA Fall Newsletter released with two RTD submitted articles regarding the opening of the new headquarters and RTD record ridership for FY2012
- Jan Montoya, Los Alamos Monitor, to discuss advertising opportunities
- Wrote and disseminated press release and Rider Alert on RTD Columbus Day Closure
- Wrote Rider Alert on community meeting in Peñasco to discuss future of Las Trampas route. Distributed alert along the Chimayo, Las Trampas and Peñasco routes
- Attended and conducted with Linda Trujillo solicitation for feedback on the future of the Las Trampas route at the Peñasco Area Communities meeting
- Wrote Rider Alert on the Ojo Sarco community meeting to discuss the future of the Las Trampas route
- Attended and conducted with Linda Trujillo the Ojo Sarco community meeting
- NCRTD Annual Report – completed writing, designing, photographing and overseeing printing of the NCRTD Annual Report
- Worked with Los Alamos Monitor for story they did on the FTA Veterans Grant
- Prepared remarks and power point presentation for RTD presentation to the Board of Santa Fe County Commissioners